MIMSY XG

the next generation

Mimsy XG User Guide 1.5

SELAGO DESIGN, INC.

Mimsy XG 1.5 USER GUIDE

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Chapter 1 - What's What

Each person in a museum interacts with the collection in a different way. Some of us have to know where objects are stored; others want to look up a credit line or process a rights & reproduction order. Whether you organize loans, plan exhibitions, interpret objects, or conserve them, Mimsy XG can help you manage the information you need.

Mimsy XG is designed to accommodate all of the information you hope to enter about your collection. Use any combination of the 17 Activities and 11 Authorities to create a system that's totally your own. Mimsy XG can be as big or a small as you want – in fact, the power of Mimsy XG lies in your ability to grant access to different parts of the system to each of the various user groups at your site. By combining the different parts of the system in whatever way you choose, you can customize how the software helps the staff at your museum work.

The screens and functions in Mimsy XG are designed to be streamlined and simple to use. After you understand how just one module works, you'll be ready to begin using Mimsy XG.

Modules

Mimsy is divided into 2 sections: Activities and Authorities. Activities manage the day-to-day workings going on in and around the museum – receiving donations, organizing loans, moving objects into different locations. Authorities store interpretive information about objects and your institution. Depending on your user privileges, you may see all Activities and Authorities or only a few. If you are not sure what privileges you have in the system, ask your System Administrator.

Authorities

The Authorities manage content. They hold the "who, what, when, where, and why." At a basic level, Authorities are simply big curatorial reference files that can be linked together. Authorities save you time since you enter information about a topic once, and then connect it to as many records as applicable. For example, 1 Subject Authority record on "Art Deco" may be linked to 100 objects manufactured during the period.

Objects Authority

Information about physical objects and specimens is available in the Objects Authority. In addition to displaying the "core" information about the collection, the Objects Authority identifies links to Activities and Authorities associated with the record. In general, all objects must have an Objects Authority record before they are linked to the Activities or other Authorities.

Events Authority

The Events Authority stores information about historical, political, developmental, or other milestones that are related to an institution. Events may range from lectures sponsored by your institution to a presidential election to the eruption of a volcano. Events may also be linked to each other to create a virtual timeline.

Facilities Authority

Use the Facilities Authority to manage data about the physical locations where objects are stored or traveling. By tracking information such as loading dock size, elevator availability, and light levels, staff members will be able provide specific details regarding loan and exhibition venues, as well as facility data needed for insurance purposes.

Media Authority

Access the Media Authority to enter information about any document, image, audio, or video file that is related to your institution. Used for both digital and physical media files, the Media Authority maintains data about everything from conservation documents and photos to slides to digital images to instructions for setting up an exhibition installation. Any number of Media Authority records may be linked to an object, activity, or authority. If the files are digital, they may be instantly accessed from Mimsy XG.

People Authority

Mimsy XG's People Authority contains biographical and contact information about individuals and organizations. Some institutions use the People Authority as a tool to manage donor information; others use it only for artists and manufacturers.

Other possible uses of the People/Organization include collectors, shippers, conservators, preparators, staff, and vendors.

Places Authority
Data about geographical locations such as countries, provinces, and cities is managed in the Places Authority. A location is considered to be a "place" if it has boundaries that have been defined and recognized by political bodies. The Places Authority provides you with the ability to create a hierarchical relationship between places so that cities may be connected to counties to states / provinces and so on.

Publications Authority
The Publications Authority manages information about books and other bibliographic materials related to your museum. Use the Publications Authority to track exhibition catalogues, reference materials, websites, and any other sources that contain information about the collection, or the museum itself.

Sites Authority
Archaeological sites and Natural History localities are entered in the Sites Authority. Sites Authority records are often linked to the Objects Authority records for objects excavated from a particular location or the People Authority records for collectors associated with the site.

Taxonomy Authority
The Taxonomy Authority stores general data about the lifecycle, habitat, and conservation threats to a particular species.

Subjects Authority
Use the Subjects Authority to describe content and themes represented in your collection. Information about styles, periods, and other curatorial information can be entered here so that users will be able to explore the collection based on a concept or idea that interests them. Many sites consider the Subjects Authority as a type of "keyword" index.

Thesaurus Authority
The Thesaurus Authority contains classification terms used to identify your collection. Any number of Thesauri may be created from existing data or off-the-shelf electronic classification systems. For Natural History collections, taxonomic classification systems may be used to identify specimens. Fine Arts museums and galleries may prefer to use the Getty's Art & Architecture Thesaurus to apply facet or materials terms. Historical sites may prefer to use Chenall's Nomenclature, which may be purchased separately from AASLH and loaded into Mimsy XG at no charge.

Vessels Authority
The Vessels Authority manages information about maritime vessels.

Activities

Activities contain information about the physical status of an object or a process in which an object is or has been involved. Because the Activity records are repeatable, they may be

used to manage details of each past, present, and scheduled activity in the lifecycle of an item. There is no limit on the number of records that may be added in each Activity.

Actions Activity
The Actions Activity manages tasks and workflow. Actions may be assigned to individual objects, transactions such as acquisitions and loans, or to individual Authority records (People, Events, etc.). The Actions Activity may be used with your email program to send notification when a new task is assigned. The Actions icon displays a subset of fields entered in the Actions Icon.

Entry Activity
The Entry Activity is designed to work in partnership with the Acquisition and Loans Activities. Use the Entry Activity to process the physical deposit of objects that have recently arrived at your institution or are expected to arrive sometime in the future.

Acquisition Activity
Mimsy XG is designed to record information about the accessioning process of any objects proposed for addition to the permanent collection. Each Acquisition Activity record describes one or more objects considered for possible acquisition by your collection from the same source at the same time. An object does not need to be physically in your possession to be treated as an Acquisition Candidate and attached to an Acquisition Activity record.

Audit Activity
The Audit Activity verifies basic data in your database for administrative and accountability purposes. It is designed to assist in confirming that an object is in its recorded location and that the assessment of the object's condition is current. The Audit Activity is extremely useful for conducting an inventory of all or part of the collection.

Condition Activity
Each time the physical status of an object is reviewed, you will create a new Condition Activity record describing the results of your evaluation. As you add records to the Condition Activity, you build a repository of information about the state of an object. The Condition Activity may be used to enter comments on the condition of items after treatment, information about individuals who perform condition evaluation, and the location of a complete condition report.

Conservation Activity
Use the Conservation Activity to enter events such as repair, cleaning, and preservation. Whether you write lengthy conservation reports in narrative form, or record specific data about treatment in field format, the Conservation Activity provides the tools to create and maintain a sophisticated conservation history for your collection. Use the scheduling features for project management, cost analysis, and budgeting.

Damage Activity
The Damage Activity is used to record any injury or harm to the object. This Activity may be used alone or in combination with the Condition and/or Conservation Activities. In some institutions, Damage Activity records are only created for insurance purposes.

Hazards Activity
The Hazards Activity may be used to identify any restrictions associated with the handling, storage, and transfer of an object. Once hazards such as lead or radiation are registered for an item, a notice appears in all Item Specific Activities to alert the user of any danger.

Location Activity
Location Activity records describe each movement of an object including when the object was moved, where it was moved, why it was moved, who authorized the move, and who physically moved it. Each time an object is moved, a new Location Activity record is added.

Dispatch Activity
The Dispatch Activity manages data about the movement of objects in your care to a third party. Although Dispatch Activity records may overlap with Location Activity and/or Loan Activity records, they are intended as electronic shipping logs with summary information about the sender, recipient, and associated objects that can be easily accessed for purposes of scheduling and reference. The Dispatch Activity can be used in combination with or in place of the Shipping data stored in the Loans Activities.

Disposal Activity
The Disposal Activity manages data about objects being considered for deaccession. Objects may be deaccessioned singly or in batches; the Disposal Activity can accommodate both methods.

Loss Activity
The Loss Activity is used to manage data about objects that are designated as "lost" or "missing." The fields related to loss are simple and straightforward: what was lost, who is responsible for the loss, what course of action was taken, etc.

Valuation Activity
The Valuation Activity records describe changes in the value of an object including the basis of the evaluation, the evaluator, and why the object value was assessed. Each time an object is reviewed, a new Valuation Activity record is added.

Reproduction Request Activity
The Reproduction Request Activity helps you to monitor and process requests for reproductions of items in your collection. The Reproduction Request Activity is often used with the Object and Media Authorities.

Exhibition Activity
Create Exhibition Activity records to maintain a running history of exhibitions hosted by your institution and exhibitions for which you have loaned out items. An object must have an Object record before it can be attached to an Exhibition Activity record.

Loan Activity
Items may be loaned to or from your institution for a variety of reasons, including exhibitions, research, education, or photography. Through the Loan Activity, Mimsy XG enables you to manage the complete loan process. From the day a loan is proposed to the day that the last object from the last venue of an exhibition is returned, the Loan Activity provides the tools to monitor all phases of a loan.

Insurance / Indemnity Activity

The Insurance/Indemnity Activity enables you to track a group of objects through all phases of policy proposal and renewal. When objects or policies are selected for formal review or presentation, or become inactive, you will change the status of the Insurance/Indemnity Activity record.

Chapter 2 - Getting Started

Learning a new software application can be daunting. That's why Mimsy XG is designed to be consistent throughout each module. Mastering one part helps you learn the others so that you can get on with your tasks.

In this chapter you will learn about:

Logging into Mimsy XG
Screen Design
Basic Functionality
Navigation
Getting Help

This chapter walks you through the basic functions of Mimsy XG so that you can quickly learn everything you'll need to move around the system. If you are ready to start entering data, please refer to the chapter *Basic Data Entry*.

Logging In

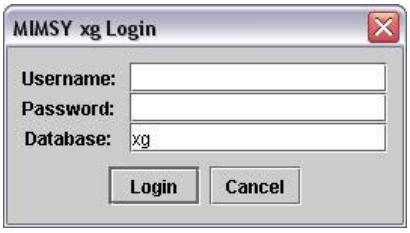
To log into Mimsy XG, use the Mimsy XG icon on your desktop.



Mimsy Icon

If you are a PC user, you may also log into Mimsy XG by clicking on the START button in the lower left corner of your desktop. Select Programs, Willoughby, Mimsy XG.

Mimsy XG displays the login box. Type your username and password and press the OK button or ENTER. Some museums have training and a production database. If this is the case at your institution, you will need to enter the name of the database in the Database field. Most production databases are named "xg."



Logon Box

If you do not have a username and password, contact your System Administrator.

Splash Screen

The Mimsy XG Splash Screen defaults to the Activities and Authorities you use most frequently.



Splash Screen

To access one of these modules, click on the link in the Splash Screen. To access any of the other areas of Mimsy XG, click the MORE link.

Screen Design

All screens are organized into 6 basic components: a Menu Bar, Toolbar, Data Panel, Media Panel, Link Ledger, and a Record Summary. All screens share the same design concept; you only have to learn how one module is organized, and then you may begin to use the others.

Menu Bar

The Menu Bar running across the top of the screen displays the name of the Pull-Down menus.



Pull-Down Menus (Menu Bar)

The Pull-Down menus may be activated by using a mouse or by pressing ALT + the underlined letter in the Menu. Many menu options have a corresponding button on the Toolbar or a shortcut key.

Toolbar Buttons

The Toolbar displays a series of icons that have the same functionality as the Menu Bar.

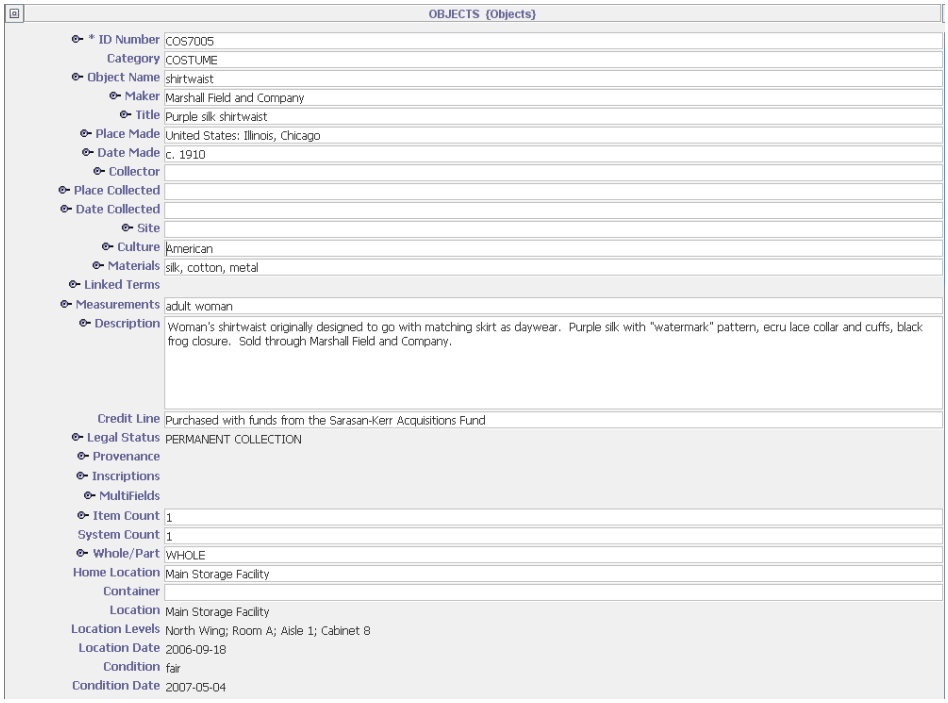


Toolbar Buttons

To learn what a button does, place your cursor over the button. A hint will display. For a full description of the functionality of each button, refer to the Toolbar Appendix in this manual.

Data Panel

The Data Panel is the part of the screen where data is updated and entered. It contains all of the basic information for a particular Activity or Authority. The System Administrator may configure the fields in the Data Panel in almost any order you choose. Many fields contain special functionality to help you enter data quickly and consistently.


OBJECTS {Objects}
* ID Number COS7005
Category COSTUME
Object Name shirtwaist
Maker Marshall Field and Company
Title Purple silk shirtwaist
Place Made United States: Illinois, Chicago
Date Made c. 1910
Collector
Place Collected
Date Collected
Site
Culture American
Materials silk, cotton, metal
Linked Terms
Measurements adult woman
Description Woman's shirtwaist originally designed to go with matching skirt as daywear. Purple silk with "watermark" pattern, ecru lace collar and cuffs, black frog closure. Sold through Marshall Field and Company.
Credit Line Purchased with funds from the Sarasan-Kerr Acquisitions Fund
Legal Status PERMANENT COLLECTION
Provenance
Inscriptions
MultiFields
Item Count 1
System Count 1
Whole/Part WHOLE
Home Location Main Storage Facility
Container
Location Main Storage Facility
Location Levels North Wing; Room A; Aisle 1; Cabinet 8
Location Date 2006-09-18
Condition fair
Condition Date 2007-05-04

Data Panel

At the top of the data panel, the name of the current open module displays.



Open Module Name

The maximize icon in the left corner of the toolbar expands the data panel and hides the link ledger.



Maximize Icon

If you are in search mode (query mode), there is also a message that reads "SEARCH MODE."



Module in Search Mode

Record Summary

Clicking on the lever beside the Information field tag opens and closes the Record Summary.



Record Summary

The Record Summary is helpful if you are at the bottom of the Mimsy XG screen and wish to see which record you are on without moving back to the top of the form.

It is possible to configure Mimsy XG so that certain data fields are displayed in the Record Summary. To modify the fields used for the Record Summary, ask your System Administrator to check the Info Field flag for that field in the View Properties for the table. The first three fields flagged as Info fields appear in the summary.

Media Panel

The Media Panel is opened and closed by clicking on the lever beside the Media field tag. By default, the system opens with the Media Panel in the "open" setting.



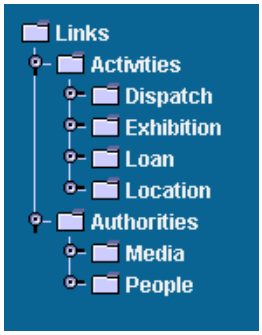
Media Panel

An unlimited number of digital audio, video, documents, and image files may be linked to any module in Mimsy XG. These linked files are accessible from the Media Panel or in the Media Viewer. If a record has one or more related digital files, the appropriate Media Button will be active. Double-clicking the image displays a larger file (if there is one). Clicking any of the icons opens the linked file. If there are multiple linked files, a list displays and the user may click the filename to open the file.

Digital video, documents, and audio files will automatically open with the default players set for your workstation. For more information on digital media, refer to the *Digital Files* chapter of this manual.

Link Ledger

The Link Ledger displays a list of any areas of the system that contain additional information about the current record. It Ledger provides a quick visual summary of where users can go for more information related to a record. Whenever records are linked together, an entry is automatically added to the Link Ledger.



Link Ledger

Links are organized in a series of folders that can be opened or closed by clicking the lever to the left of the folder. The Activities folder displays the number and types of linked Activity records. The Authorities folder displays the number and types of linked Authority records. The Other folder displays the number of Actions, Instructions, Rights, Notes, and Groups. Clicking on a link within the folders moves you to the full linked record.



Linked Exhibition

While the entries in the Link Ledger will vary depending where you are in the system, the links may always be used to learn more about a record and to help you to navigate to other areas of Mimsy XG. If there are no linked records in an Activity or Authority, the Link Ledger does not display a folder for the corresponding portion of the system.

Move from Links to Full Records

In any part of the system, you may move from a link to the full record. To do this, click the Link Summary. This will open the full version of the record.

To move back to where you started:

- Select Window, <name of the module you just came from> from the Menu.

  OR

- Look in the Link Ledger.
- Open the folder for the Module you just moved from.
- Find the linked record.
- Click the linked record to return to the original record.

Once you move to a linked record, you can move anywhere else in the system. You do not have to return to the original record unless you want to view it again.

How Things Work

Almost all Mimsy XG screens function in the same manner. Below are the basics of how the modules work.

The Screen is In Edit or Search Mode

The Mimsy XG screens can be used to read, edit, and search data. If the screens are in Search Mode, the Title bar will display a query message reading "SEARCH MODE."



Search Mode

If the screens are in Read / Edit mode, only the name of the current module displays.



Read/Edit Mode

To exit Search Mode:

- Select Search, Cancel Search from the Menu (or press SHIFT+F7).

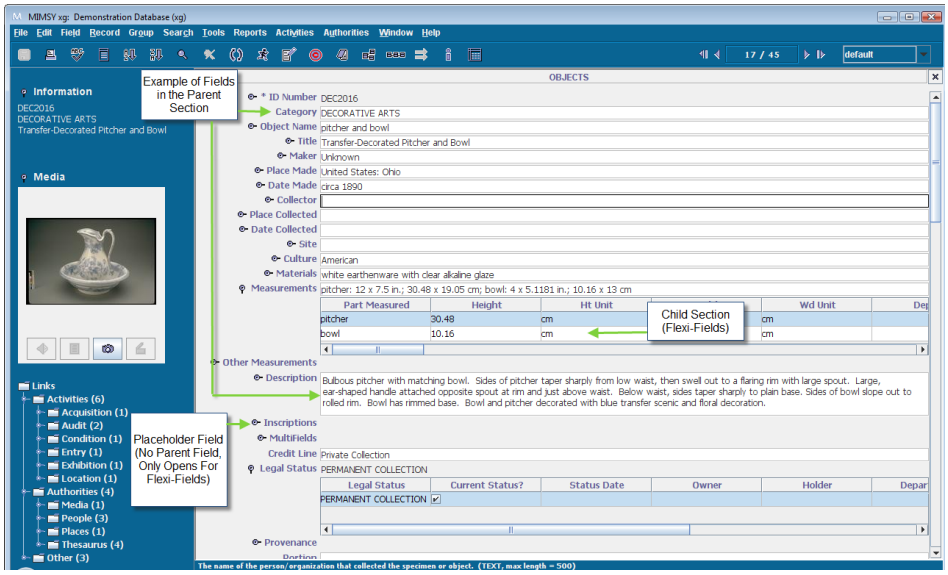
Wildcards (%)

Sometimes you may want to search for word that occurs within a block of text. In this case, you will need a wildcard. The wildcard in Mimsy XG is the percent sign (%). A wildcard is a symbol that tells Mimsy XG that something comes before or after the search term you are looking for. For example, searching for "%gold%" finds records that have the words "gold," "golden," and "marigold." Wildcards also help you retrieve data when you may not know the exact value for which you are searching. For example, you may use "2007%" to bring back all dates in 2007. If you would like to do a search that pulls back all of the records in a specific authority or activity, use a wildcard key without any other information, "%". This will bring back all records that have been created.

The underscore can be used instead of "%" if only one character in the search string is unknown. If you need to find records classified as "poster" or "posters," search for "poster_".

Records Have 2 Parts

Records are made up of 2 parts: a single Parent Section and one or more child sections.


Example of Fields in the Parent Section
Child Section (Flexi-Fields)
Placeholder Field (No Parent Field, Only Opens For Flexi-Fields)

Field Types

Parent Section

The Parent section is the "core" of a record. It contains the primary data about an authority or process. The Parent section of a record must exist before additional details are added. For example, before you enter Inscriptions or Locations, you must enter and save a record in the Objects Authority.

Child Section

Child sections contain the supporting details for the record. They display any repeatable data and links to other areas of Mimsy XG. Records may have one or more Child sections. Any data accessed by a Flexi-Field is in a child section.

Child sections may only be added after the Parent section is created. For example, you must create a record for an object (Parent section) before you may attach multiple measurements and add Location Activity data (Child sections).

Field Types

There are three types of fields in Mimsy XG: Anchor fields, Flexi-Fields, and Placeholder fields.

Anchor Fields

Anchor fields always display on the main screen. They are "anchored" in place and cannot be moved or re-sized on the fly.

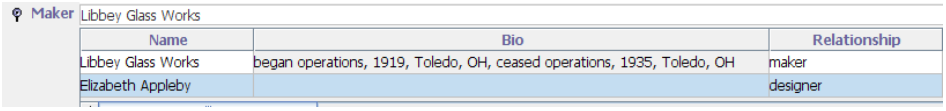


Example of Anchor Field in Object Authority

Most of the time, the Anchor fields are part of the Parent section of a record.

Flexi-Fields

A lever to the left of a field tag indicates there are Flexi-Fields underneath the field tag. Flexi-fields have a "flexible" display. Users can make them appear and disappear by clicking on the lever. All Flexi-fields are part of the child section of a record.



Example of Maker Flexi-Fields in Object Authority

All Flexi-Fields allow for unlimited, repeatable data entry. They are helpful when you need to enter several pieces of the same information, like measurements for an object, a frame, and a mat. If you want to add an additional data value, choose Record, Create Record from the menu (or press F6) and enter data in the new row created. Although Flexi-Fields default to a two-row grid, a scroll bar on the right side of the grid is activated when there are more values to review.

The System Administrator may set Flexi-fields to open as forms instead of grids.

Placeholder Fields

Some fields like Inscriptions or Loan Venues have a Field Tag on the main screen, but only accept data entry in the underlying Flexi-Fields. These are Placeholder fields. Placeholder fields hold a "place" on the form so that users can open and close certain flexi-fields.

Open & Close Flexi-Fields

Clicking on the lever beside a field opens and closes Flexi-fields. These fields may also be opened using keyboard shortcuts.

To open Flexi-Fields by using keyboard shortcuts:

- Press CTRL+O.
- Press TAB to activate the Flexi-Field window.
- Press TAB to move into the first Flexi-Field.

When using keyboard shortcuts to open Flexi-Fields, the cursor must be in the corresponding Anchor field. For example, if you wish to display the Date Made Flexi-Fields, move to the Date Made field, and then use the keyboard shortcuts.

To close Flexi-Fields by using keyboard shortcuts:

- Move to the Parent field which opens and closes the Flexi-Fields.
- Press CTRL+O.

Field Order May Be Changed

All fields may be ordered according to the sequence of your choice. To change the order of the fields on your screen, contact your System Administrator. Fields may be removed from the screen if they are not in use.

Some Users Have Different Screens

Mimsy XG can support multiple custom screens, or "views." Since views may have different field tags, data defaults, field order, Pop-Up Lists, and Help Messages, your System Administrator can customize how the software is used at your institution. The view you are using appears in the upper right corner of the screen.



Current View

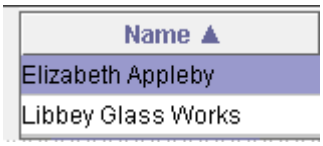
To change the view you are using:

- Select a new view from the dropdown list.

Ability to change the view depends on the privileges assigned by your System Administrator.

All Grids Have Quick-Sort Functionality

Anytime you access a grid, you may apply a Quick-Sort by clicking on the field tag for the column. After clicking the tag, the records automatically resort and an arrow displays. An "up" arrow indicates records are sorted from A – Z; a "down" arrow indicates records are sorted Z-A.



Quick Sort A-Z

Only one Quick-Sort criteria may be applied at a time. To learn more about grids, refer to the *Grid View* chapter of this manual.

Columns May Be Adjusted

Change Column Width

To change the width of any of the columns displayed:

- Place cursor on right side of column.
- Cursor will turn into a sizing arrow.
- Hold the left mouse button down.
- Drag column to desired width.

Change Column Order

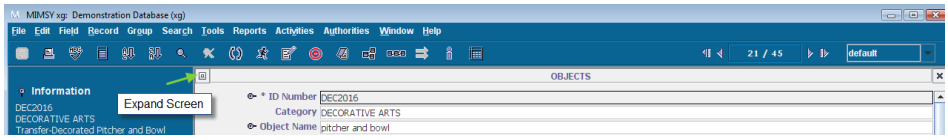
To reorder the columns:

- Click on Field Tag.
- Hold left mouse button down.
- Drag column left or right.
- Release mouse button.

The columns maintain the selected sort until current module is closed. Once the module is closed, the fields default to the standard order.

Hide Link Ledger and Media Panel / Expand Data Panel

At times, you may need to expand the Data Panel in order to see more information, particularly in longer fields. To do so, click on the small square button at the upper left corner of the data panel. This will hide the Link Ledger and the Media Panel.



Expand Data Panel

To go back to the standard Mimsy XG screen, including the Link Ledger and Media Panel, click on the square button again.

Multiple Values Are Parsed Out

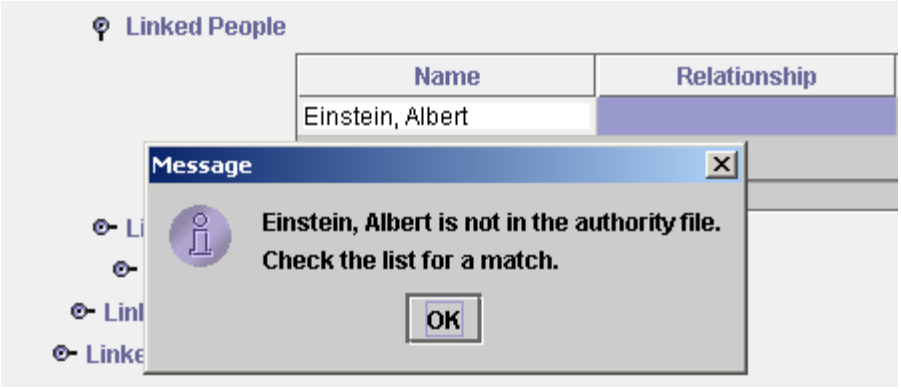
Many times, you may have more than one value to enter in an anchor field. An object may be created by two people (manufacturer and designer) or associated with multiple cultures. If you want to enter multiple values in a single field, we recommend using a semicolon to separate the distinct terms. By using the semicolon, Mimsy XG recognizes that the string contains more than one entry and automatically parses out the values into separate flexi-field records.

Validation / This Record is not in the Authority

Many fields in Mimsy XG validate (are checked against) other areas of the system. When validation occurs, Mimsy XG checks to see if the value entered already exists in the Authority. If it does exist, Mimsy XG enters the data. If the value does NOT exist, Mimsy XG displays a message indicating there is no match.

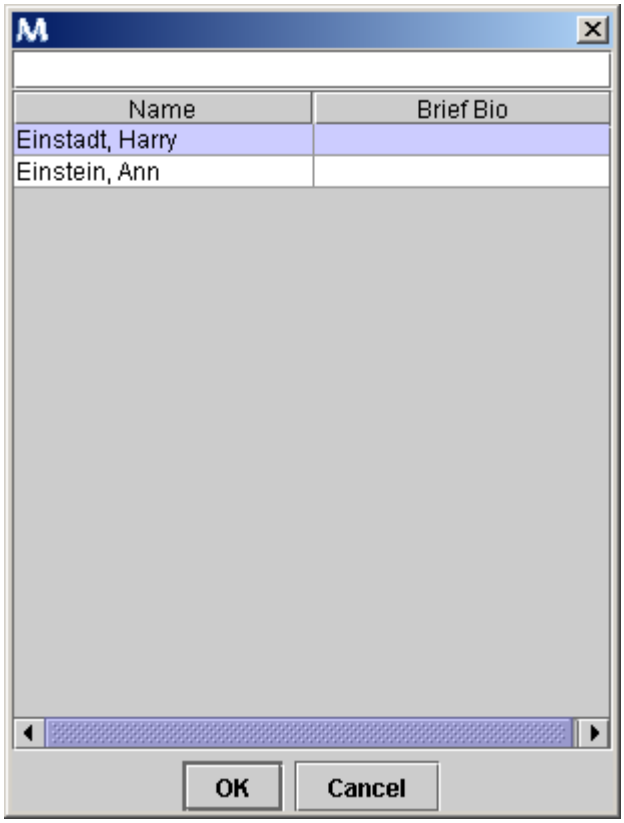
Name Validation

If a field is set to validate against the People Authority, Mimsy XG searches the Name Variations table for a match. If a match is not found, the system displays a message.



Validation Example

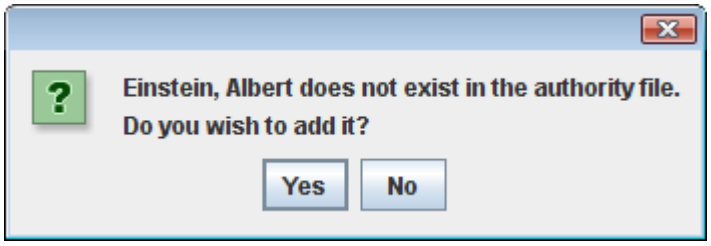
After you click OK to acknowledge the message, Mimsy XG displays a Pop-Up List of values where the first 3 characters are the same as the entry you have entered. If there are no "near matches," a message reading, "The List contains no entries" displays.



Validation Matches

This list of close matches is displayed in order for the user to verify that the value has not been mistyped or exists in a slightly different format (i.e. last name with initials). If the value is truly not in the list, click CANCEL to indicate that the term is not one of the ones listed.

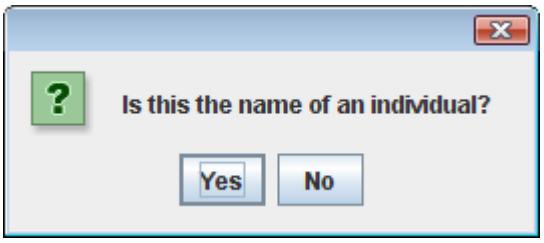
If the validation process has not yielded a match at this point and you are not linking to a hierarchical Authority, Mimsy XG prompts you to create a new People Authority record.



Create New Authority Prompt

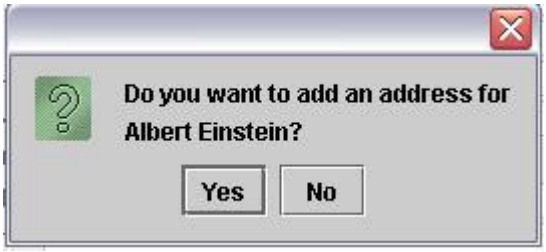
If you click NO, Mimsy XG returns you to the field where you must delete what you had entered and add a different value (or leave the field blank). For validation fields, you cannot

enter a value in a field without a corresponding record in the Authority. If you click YES, Mimsy XG asks if the record is for an individual (vs. an entity).



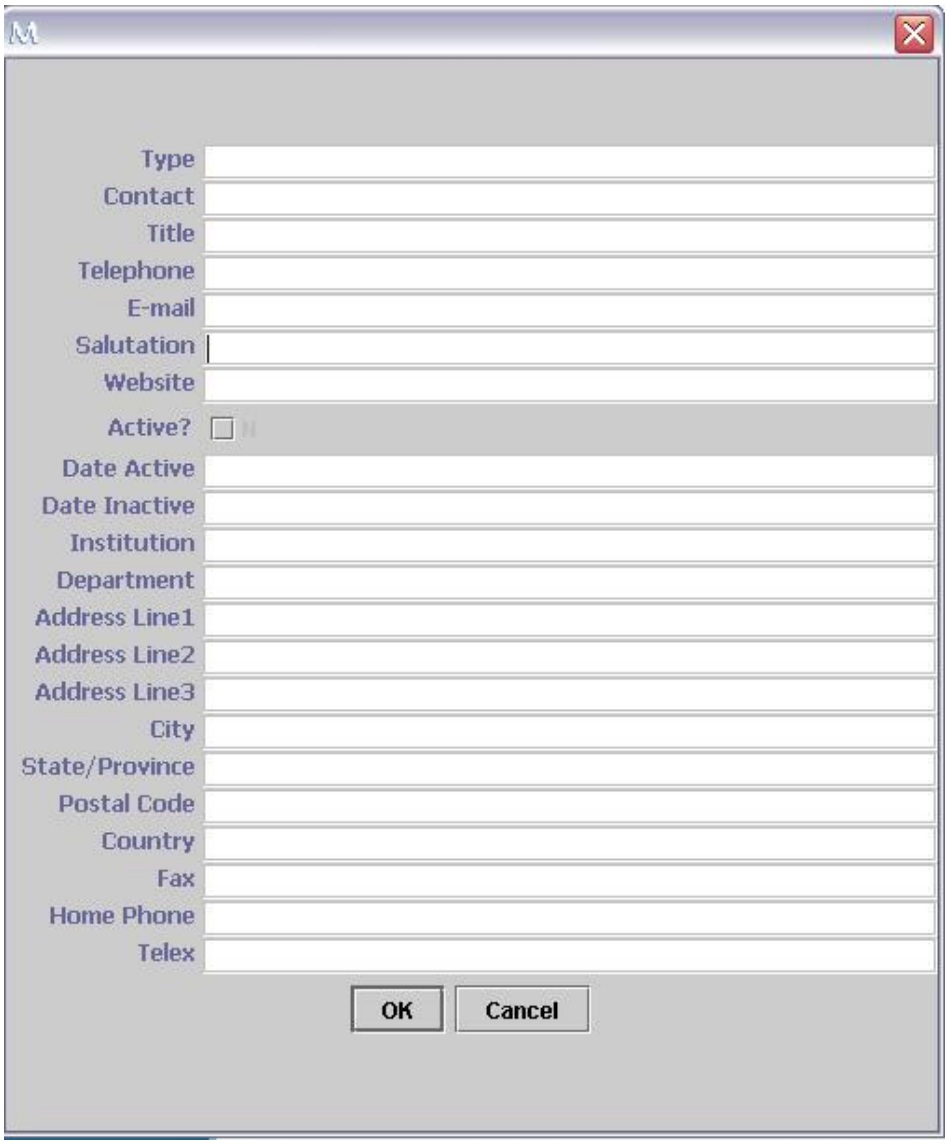
Individual Prompt

Once you answer the Individual prompt, there is a final prompt asking for address details.



Address Prompt

Answering No to the Address window closes the window and completes the People Authority record creation process. Answering Yes open the Quick Add Address window.



Address Details

Once you are done with the Address, click OK to return to your original record and continue adding data.

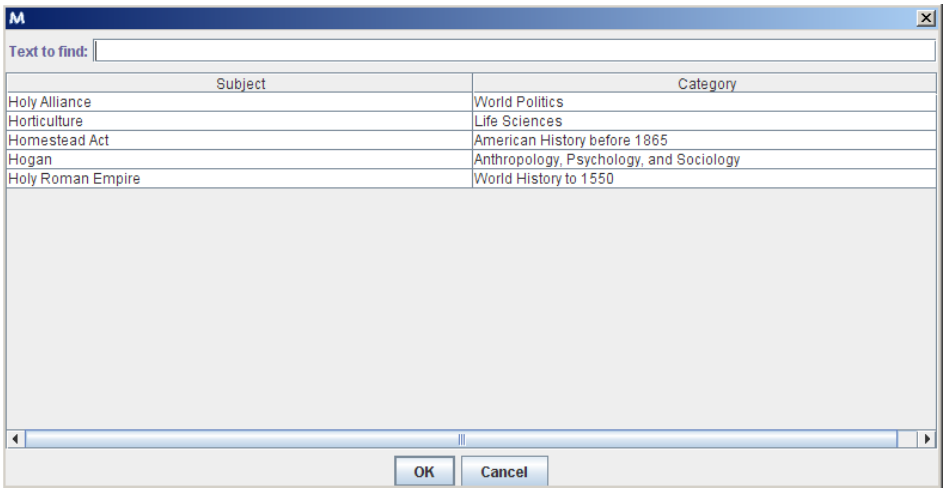
Event, Media, Publications, Sites, Subjects Validation

If a field is set to validate against Event Name, Media ID, Publication Title, Site Name / Site ID, or Subject, Mimsy XG searches the corresponding Authority for a match. If a match is not found, the system displays a message.



Validation Example

After you click OK to acknowledge the message, Mimsy XG displays a Pop-Up List of values where the first 3 characters are the same as the entry you have entered. If there are no "near matches," a message reading, "The List contains no entries" displays.



Validation Matches

This list is displayed in order for the user to verify that the value has not been mistyped or exists in a slightly different format (i.e. abbreviated). If the value is truly not in the list, click CANCEL to indicate that the term is not one of the ones listed.

If the validation process has not yielded a match at this point and you are not linking to a hierarchical Authority, Mimsy XG prompts you to create a new Authority record.



Create New Authority Prompt

If you click NO, Mimsy XG returns you to the field where you must delete what you had entered and add a different value (or leave the field blank). For validation fields, you cannot enter a value in a field without a corresponding record in the Authority.

Objects, Places, Thesaurus, Taxonomy, and Vessels Validation
Fields that validate against Objects, Places, Thesaurus, Taxonomy, and Vessels have very similar functionality to the Validation for Names and other Authorities. The only difference is that they do not allow users to create records on the fly.

Fields May Be Required

There are some fields that Mimsy XG requires before a record can be saved. These fields have an asterisk (*) next to the field tag.



Example of Required Field

Navigation

Mimsy XG uses the many standard Windows navigation tools. Most actions can be performed using menu selection, keystrokes, and toolbar icons. Use whichever combination of methods is most comfortable for you.

Move Up / Down Screen

To move "down" to see the rest of a record, use the Scroll Bar to the right of the screen or press the PAGE DOWN button on the keyboard. To move "up" to see the top of a record, use the Scroll Bar to the right of the screen or press the PAGE UP button on the keyboard.

Move To Parent / Move to Child / Move To Ledger

You may use the mouse to click in any record section to activate the functionality in that part of the screen OR you may press F5 to cycle between screen sections.

Move Through Fields

To move forwards from field-to-field:

- Select Field, Next Field from the menu (or press the TAB key).
- If you are in a field with scroll bars, press CTRL+TAB to move to the next field.

To move backwards through fields:

- Select Field, Previous Field from the menu (or Press SHIFT+TAB).
- If you are in a field with scroll bars, press CTRL+SHIFT+TAB to move to the previous field.

Move Through Records

The record navigation functionality activates when you click in an Anchor field.

Forward Through Records
To move forward one record:

- Select Record, Next Record from the menu.

OR

- Use the down arrow key.

OR

- Use the Forward Button.

Backward Through Records
To move back one record:

- Select Record, Previous Record from the menu.

OR

- Use the up arrow key.

OR

- Use the Back Button to move forward.

First Record
To move to the first record in the record set:

- Select Record, First Record from the menu.

OR

- Press SHIFT+UP.

OR

- Use the First Record Button.

Last Record
To move to the last record in the record set:

- Select Record, Last Record from the menu.

OR

- Press SHIFT+DOWN.

OR

- Use the Last Record Button.

Go To Record (Jump To Record)
To move to a specific position in the record set:

- Select Record, Go To Record from the menu.

OR

- Click the Go To Record Portion of the Count Field on the Toolbar.
- A message box displays.
- Enter the position of the record within the set.
- Click OK (or press ENTER).

The number entered in the Go To field is the position of the record you wish to move to (type 25 to move to the 25th record). Go To only moves to a position within a set – it does not retrieve a particular record. To see a certain record that is not already on screen, you need to run a search. Searching is explained in the *Search Terminology*, *Basic Searching*, and *Advanced Searching* chapters.

Move Through Modules

Mimsy XG has several Activities and Authorities, known as modules. Many of these modules work together to provide an in-depth overview of a certain activity or object. Multiple modules may remain open at the same time; however, it is good practice to close modules when you are done working on a record.

To open a new module:

- Select the module name from the Menu-Bar.

  OR

- Use the Shortcut keystroke combination for the module.

If more than one module is open, you may return directly to the last record viewed in a given module by selecting the module name from the Window menu.

Using the Link Ledger:

- Click on the lever to the left of the Activity or Authority folder.
- Navigate to an existing link.
- Once the module is open, you may view the current record on screen or query for another record.

A module stays open until you close it.

To close a Module:

- Select File, Close from the Menu.

  OR

- Click the "X" in the upper right corner.

If you have multiple modules open, closing the current module returns you to the last open module. If you have only one module open and close that module, Mimsy XG warns you that you are about to exit the entire application.

Help!

When you have questions or need advice, there are several resources you may use to help get yourself on the right track.

Display Field Help

To learn about a field's intended purpose, access the Field Help.

To display Field Help:

- Select Help, Field Level Help from the menu (or press F1 or click the INFORMATION Button).

At the time of installation, the default Field Help entries for every data field in Mimsy XG are loaded. Your System Administrator may modify these messages and examples on-site.

Display Procedural Help

If you would like to review how to use a certain feature of function of Mimsy XG, use the Procedural Help files included in Mimsy XG. Procedural Help is an on-line version of the existing Mimsy XG documentation.

To access Procedural Help:

- Select Help, <the topic name> from the menu.

The Procedural Help included as part of Mimsy XG is designed to be a general guide to the features and functions of the software. Museums operate using various protocols and the Mimsy XG Procedural Help is not intended to determine best practice within your own institution. The link to the Procedural Help is activated in the System Module in the Help Setup. If your procedural help does not display, contact your System Administrator to determine if the system settings should be adjusted.

Online Help

There are a variety of resources online at www.seleagodesign.com. Past issues of Tech Tips, and Super-Tutorials are available for download, and there is a message board for Mimsy XG users to post and answer questions. You may also complete the online issue report form to send your question to the Help Desk.

Reporting Errors

If you encounter something with Mimsy XG you feel may not be working as documented or just need some guidance, contact the Help Desk immediately. We are here to assist you

Help Desk Contact Information

In order to be sure that your help desk call receives immediate attention and is properly tracked, we request that you submit all Help Desk requests via our online Help Desk system at http://support.selagodesign.com..

If you do not have access to the Help Desk online form, the Help Desk team may be reached using the following methods:

- E-mail support@selagodesign.com.
- Phone +1 (312) 239-0625.

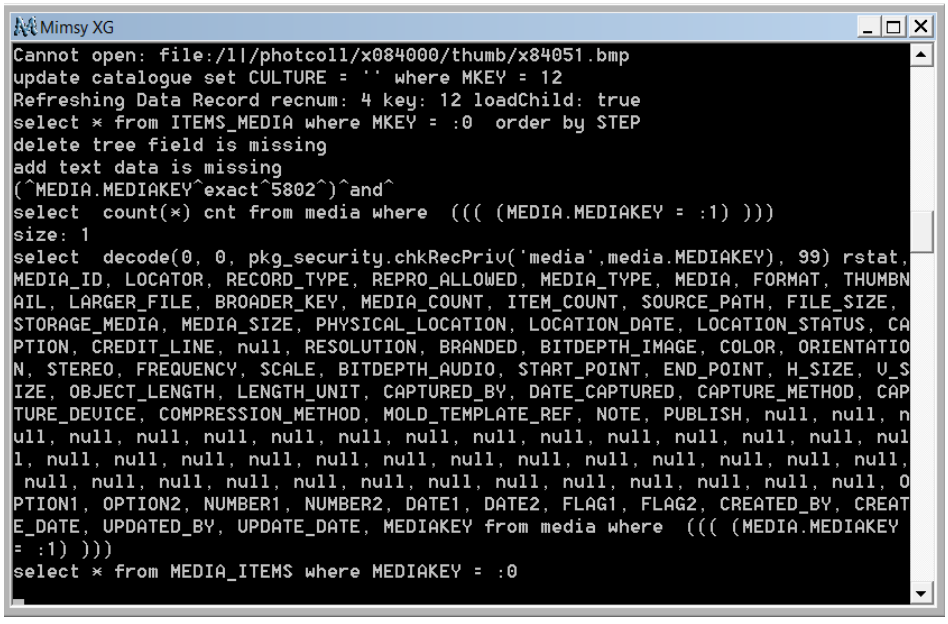
- There is also a special UK Help Desk phone hotline. The number is +44 (0)20 7193 3641.

Debug Mode

Sometimes the Help Desk may ask you to start Mimsy XG in debug mode in order to access extended diagnostic information.

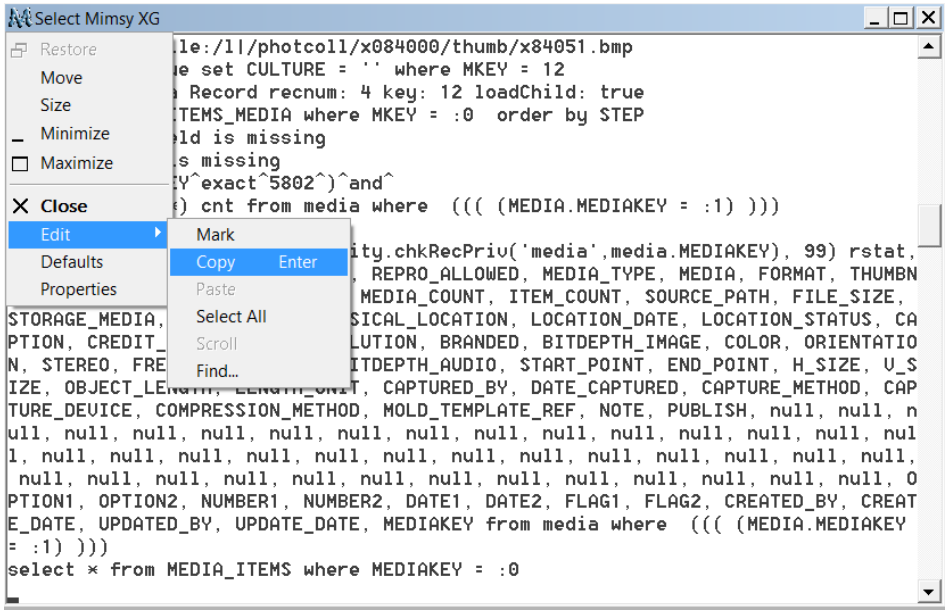
To start Mimsy XG in debug mode:

- Close Mimsy XG.
- Right click on your Mimsy XG shortcut, and select "Copy."
- Paste the copy on your desktop.
- Rename the new icon "Mimsy Debug". (To rename it, right click on the new icon and choose "Rename.")
- Right- click on the new icon and go to "Properties".
- In "Properties" go to the "Shortcut" tab. Look in the "Target" string and find the part of the string that says "javaw.exe". Delete the w so that this part of the string now read "java.exe".
- Hit "Apply" to save your changes.
- Then, click on the new icon to open it. You will notice that a large black box (DOS window) appears. As you perform activities, such as logging in and searching, large pieces of text are displayed into this window.
- When the login window appears, log in as you normally would log into Mimsy XG. You will see the Mimsy XG code running in the background.


Mimsy XG
Cannot open: file:/1|/photcoll/x084000/thumb/x84051.bmp
update catalogue set CULTURE = '' where MKEY = 12
Refreshing Data Record recnum: 4 key: 12 loadChild: true
select * from ITEMS_MEDIA where MKEY = :0 order by STEP
delete tree field is missing
add text data is missing
(^MEDIA.MEDIAKEY^exact^5802^)^and^
select count(*) cnt from media where ((((MEDIA.MEDIAKEY = :1))))
size: 1
select decode(0, 0, pkg_security.chkRecPriv('media',media.MEDIAKEY), 99) rstat,
MEDIA_ID, LOCATOR, RECORD_TYPE, REPRO_ALLOWED, MEDIA_TYPE, MEDIA, FORMAT, THUMBN
AIL, LARGER_FILE, BROADER_KEY, MEDIA_COUNT, ITEM_COUNT, SOURCE_PATH, FILE_SIZE,
STORAGE_MEDIA, MEDIA_SIZE, PHYSICAL_LOCATION, LOCATION_DATE, LOCATION_STATUS, CA
PTION, CREDIT_LINE, null, RESOLUTION, BRANDED, BITDEPTH_IMAGE, COLOR, ORIENTATIO
N, STEREO, FREQUENCY, SCALE, BITDEPTH_AUDIO, START_POINT, END_POINT, H_SIZE, V_S
IZE, OBJECT_LENGTH, LENGTH_UNIT, CAPTURED_BY, DATE_CAPTURED, CAPTURE_METHOD, CAP
TURE_DEVICE, COMPRESSION_METHOD, MOLD_TEMPLATE_REF, NOTE, PUBLISH, null, null, n
ull, null, null, null, null, null, null, null, null, null, null, null, null, nul
l, null, null, null, null, null, null, null, null, null, null, null, null, null,
null, null, null, null, null, null, null, null, null, null, null, null, null, O
PTION1, OPTION2, NUMBER1, NUMBER2, DATE1, DATE2, FLAG1, FLAG2, CREATED_BY, CREAT
E_DATE, UPDATED_BY, UPDATE_DATE, MEDIAKEY from media where ((((MEDIA.MEDIAKEY
= :1))))
select * from MEDIA_ITEMS where MEDIAKEY = :0

Sample Debug text

- Perform the activity that is giving you trouble.
- Once you have performed the activity, go to the large black box and click on the blue "M" in the upper right-hand corner.
- Choose "Edit/Select All" from the pull down menu. The window will now have a white background, with black text.
- Return to the blue “M” and select "Edit/Copy” from the pull-down menu.


Select Mimsy XG
Restore
Move
Size
Minimize
Maximize
Close
Edit
Defaults
Properties
Mark
Copy Enter
Paste
Select All
Scroll
Find...
le:/l|/photcoll/x084000/thumb/x84051.bmp
e set CULTURE = '' where MKEY = 12
Record recnum: 4 key: 12 loadChild: true
TEMS_MEDIA where MKEY = :0 order by STEP
ld is missing
s missing
Y^exact^5802^)^and^
) cnt from media where ((((MEDIA.MEDIAKEY = :1))))
ity.chkRecPriv('media',media.MEDIAKEY), 99) rstat,
, REPRO_ALLOWED, MEDIA_TYPE, MEDIA, FORMAT, THUMBN
MEDIA_COUNT, ITEM_COUNT, SOURCE_PATH, FILE_SIZE,
STORAGE_MEDIA,
SICAL_LOCATION, LOCATION_DATE, LOCATION_STATUS, CA
PTION, CREDIT_
LUTION, BRANDED, BITDEPTH_IMAGE, COLOR, ORIENTATIO
N, STEREO, FRE
ITDEPTH_AUDIO, START_POINT, END_POINT, H_SIZE, V_S
IZE, OBJECT_LE
T, CAPTURED_BY, DATE_CAPTURED, CAPTURE_METHOD, CAP
TURE_DEVICE, COMPRESSION_METHOD, MOLD_TEMPLATE_REF, NOTE, PUBLISH, null, null, n
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l, null, null, null, null, null, null, null, null, null, null, null, null,
null, null, null, null, null, null, null, null, null, null, null, null, O
PTION1, OPTION2, NUMBER1, NUMBER2, DATE1, DATE2, FLAG1, FLAG2, CREATED_BY, CREAT
E_DATE, UPDATED_BY, UPDATE_DATE, MEDIAKEY from media where ((((MEDIA.MEDIAKEY
= :1))))
select * from MEDIA_ITEMS where MEDIAKEY = :0

Selecting Debug Text

- Selecting Edit/Copy from the pull-down menu
- Paste the text into an email or document.
- Send the text to the Help Desk.

The error messages displayed by the system in Debug Mode often direct us to the exact line of code that is causing the problem.

Logging Out

When you are done with your Mimsy XG session, exit the system.

To exit Mimsy XG:

- Select File, Exit.

  OR

- Click the “X” in the right corner of all open windows.

Chapter 3 - Add, Edit & Delete Records

Regardless of whether you are in an Activity or Authority, the steps for adding, editing, and deleting records are the same.

In this chapter you will learn how to:

Add New Records
Edit Existing Records
Delete Records
Undo Changes

The System Administrator determines a user's ability to perform many of the actions described in this chapter. If you are not able to successfully complete the functions described in this manual, check with this person to make sure you have the rights to complete the action.

Create a Record

Databases grow over time and at some point you will begin adding new data about objects, Activities, and other Authorities. The first time information about an Authority or Activity is entered, you will create a new record. New records may be added at any time as long as you have privileges to do so.

Create a Parent Record

To create a record:

- Click or TAB into any anchor field.
- Select Record, Create Record from the menu (or press F6).



It is possible to configure Mimsy XG so that certain data fields are automatically filled in when a new record is created or to require that certain fields are entered. To implement these requirements, contact your System Administrator.

- Enter the first field on the screen.
- TAB out of the field.
- Save the record (unless you are in Loans and then you need to enter a borrower/lender). Once a record is saved, you may enter as much data as you wish before saving again. You do not need to save after the entry of every field.

Create a Child Record (Flexi-Field Record)

If you want to add a child record:

- Open the Flexi-field.
- Click in the any row. (If your child record is in form view, click in the first field.)
- Select Record, Create Flexi Record from the menu (or press F6 or F12).

The shortcut key for creating flexi records is managed in the system module. Depending on your site configuration, the shortcut may be F6 or F12.

Edit a Record

Once records have been added to Mimsy XG, you may need to update the existing data or enter data in empty fields.

To update or edit any field:

- Click in a field.
- Backspace over any existing data.

  OR

- Highlight the data and select Edit, Cut from the menu (or press CTRL+X)
- Enter the new data.

The ability to edit a record may be restricted depending on the user. See your System Administrator for more information about restricting user access to certain sub-sets of records. Restrictions may be based on Category Values, a certain Activity, a certain Authority, or even record-by-record.

Save a Record

When you move between records, Mimsy XG automatically identifies any changes made. These changes are copied to the database when an explicit save is performed. Mimsy also prompts you to save records when you exit the application.

To save a record:

- Click in any field.
- Select File, Save from the menu (or press F10 or the SAVE button).

Changes made to records may be reversed or dropped before a SAVE action is performed by using the Record, Reset This Record or Record, Discard Changes / Deletes functions. For more information on these features, please refer to the *Undo* section of this chapter.

Delete a Record

There are two steps to permanently remove a record from the database. First, the record is deleted. Next, the deletion is "saved." By requiring deletions to be saved, Mimsy XG provides the opportunity to restore any records you may accidentally delete during a work session. Once you exit the application or save a deletion, the deleted data must be re-entered or restored from backup.

Delete a Parent Record

When you delete an entire Activity or Authority record, all of the Flexi-Field (child) records are also removed from Mimsy XG. Links to Item-Specific Activities and Authorities are also deleted in the process. Links to any Transaction Activities (Loans, Acquisition, etc.) are saved.

To delete an entire Activity or Authority record:

- Click in any Anchor field.
- Select Record, Delete Record from the menu (or press SHIFT+F6).
- Mimsy XG displays a message reading: Are you sure you want to delete this Record?
- Click YES (or press ENTER) to delete the record. Click NO (or press TAB, then ENTER) to leave the record alone.
- The next time an explicit save is made (File, Save from the menu or F10 or the SAVE Button), the record will be permanently removed from the database.

NOTE: deleting a record permanently removes it from your database. Once the record is deleted and the deletion is saved, the record can only be restored if you restore your entire database from backup.

Delete a Flexi-Field Record

If you want to delete a Flexi-Field record:

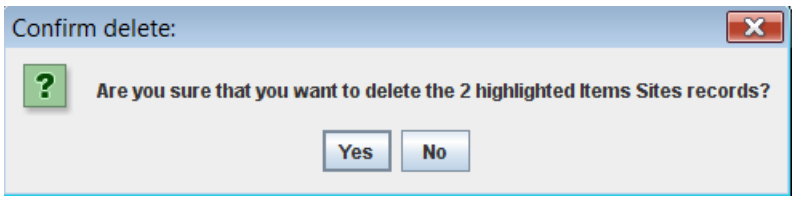
- Click in the child section of the record in the row to be deleted.
- Select Record, Delete Flexi Record from the menu (or press SHIFT+F6 or SHIFT + F12).
- Mimsy XG displays a message reading: Are you sure you want to delete this Record?
- Click YES (or press ENTER) to delete the record. Click NO (or press TAB, then ENTER) to leave the record alone.
- The next time an explicit save is made (selecting File, Save from the menu or pressing F10 or pressing the SAVE Button), the record will be permanently removed from the database.

Once you exit the application or save a deletion, the data must be re-entered or restored from backup.

Delete Multiple Records At Once

To delete multiple records at once, either parent or child:

- Open the records in the Grid View
- Click in a field in one of the records you want to delete.
- Hold the SHIFT key down and click on the other records you want to delete.
- Hit SHIFT-F6 to delete all of the currently highlighted records.
- Mimsy XG displays a message reading: Are you sure you want to the highlighted records?
- Click YES (or press ENTER) to delete the record. Click NO (or press TAB, then ENTER) to leave the record alone.



Sample Confirm Delete Message

- The next time an explicit save is made (File, Save from the menu or F10 or the SAVE Button), the records will be permanently removed from the database.

NOTE: deleting records permanently removes it from your database. Once the records are deleted and the deletion is saved, the records can only be restored if you restore your entire database from backup.

Undo

Sometimes changes or deletions are made to records, but you want to reverse what may have been done. There are two functions that may help you restore your data to a previous version of a record: Reset This Record and Discard Changes / Deletes.

Undo Changes to Field

If you are on a record that needs to be corrected and you have NOT saved your changes, you can restore the data in any field to its last saved value. This is very helpful when you modify several fields on the same record and only want to undo one of the changes.

To reverse edits in a single field on an unsaved record currently displayed on-screen:

- Click or TAB into the field to be "undone."
- Select Field, Reset Field from the menu.

The field will go blank, but the data will appear in the record the next time the record is retrieved with by a query.

Undo Changes to Current Record (Reset This Record)

If you are on a record and want to drop every change made since the last save, you can restore the record to its last saved version. Use this option if you accidentally update several fields on the "wrong" record and want to undo all of the changes.

To reverse edits to an unsaved record currently displayed on-screen:

- Select Record, Reset This Record (or press CTRL+ALT+Z).

The record will clear from your screen, but the original record may be retrieved with a query. If you have already moved off the record (and have not saved it), you will have to Discard Changes / Deletes.

Undo Changes to all Records (Discard Changes / Deletes)

Using this option undoes every change or deletion since the last explicit save. Discarding the delete also discards updates or new records that have not yet been saved. Please use Discard Changes / Deletes with caution. If you update a series of 20 records without saving the data, then want to reverse an update to the first record, the "discard" drops the edits to ALL records. The same is true if you update 20 records, then accidentally delete a record. Discarding the delete also discards updates and new records.

To reverse edits and / or deletions made to ALL records made since the last "save":

- Select Record, Discard Changes / Deletes from the menu.
- A message displays. It reads, "All changes since the last save have been discarded. Any deleted records appear at the end of this set."

Audit Trail

Whenever a user creates a record, Mimsy XG automatically enters his/her login in the Created By field and the date in the Create Date field. Whenever a user updates a record

(edits existing data, deletes data from a field, adds data to a field), Mimsy XG automatically updates the Update By and Update Date fields in the record.

It is also possible to turn on Field Auditing. Field Auditing stores every change to every field in every table and saves the logon used to make the change and the date and time of the change. If Field Auditing is turned on, please be sure the System Administrator periodically truncates the table so that it does not become too large to be useful.

Chapter 4 - Using Authorities

The Authorities hold interpretive content – what do we have and what makes it interesting.

In this chapter you will learn how to:

Enter objects, artifacts, and specimens in the Objects Authority
Create an in-house Timeline using the Events Authority
Log information about Reference Materials in the Publications Authority
Catalogue Digital Images, Audio, Video, and Documents in the Media Authority
Manage Information about Makers, Donors, and Staff in the People Authority
Store Archaeological and Biological Site Data in the Sites Authority
Add Geographical data to the Places Authority
Identify Different Species Using the Taxonomy Authority
Add content & theme data in the Subjects Authority
Create classification schemas in the Thesaurus Authority
Use the Facilities Authority to Manage Information about Buildings
Describe maritime vessels in the Vessels Authority

Each Authority can be linked to the other so that users can move from one related record to another. These connections help create a path of discovery for researchers, visitors, and exhibition planners.

If you are looking for basic "cheat sheets" for entering data, we suggest using the Data Entry guides for each module that are available on the website.

Objects Authority

The Objects Authority contains information about all of the objects in your care. Some of the records in the Objects Authority may be part of the Permanent Collection; others may be for borrowed items for an exhibition. In some cases, records may be created for objects that are not even held at the museum.

Once a record exists in the Objects Authority, you may add information about inscriptions, accessories, restrictions, images, and links to other Authorities and Activities. Records are added to the Objects Authority in order to store information about objects, link those objects to Activities, and connect the objects to other Authorities. One of the main advantages of the Objects Authority is that it serves as a complete record of any object that has ever been affiliated with your institution.

An object must have an Object record before it can be attached to any of the Activities or Authorities in Mimsy XG.

Where To Add Object Records

There are multiple strategies for adding new records to the Objects Authority. Some museums add the Object records through the Entry Activity; others prefer to add records directly into the Objects Authority. Another option is to create a core record in the Acquisition Activity and "transfer" it to the Object Authority when it is accessioned. The instructions below explain how to add an Object record through the Objects Authority. Instructions on how to add an object through the Entry Authority appear in Chapter 20.

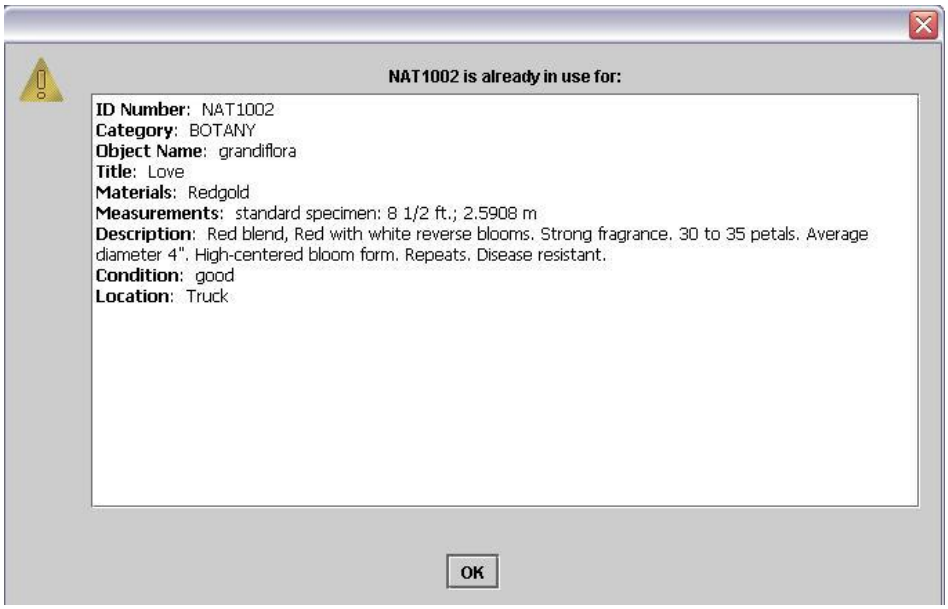
Auto-Copy Fields – Child Record Automatically Inserted

Depending on your Mimsy XG configuration, data added to the Anchor fields on the main screen may be automatically copied into the corresponding Flexi-Fields.

Some users prefer inserting the data in both places as it can makes searching simple. Duplicate entries enable users to run a simple search (i.e. search all object names) instead of a compound search (search the main Object Name field AND search any alternate names in the Object Name Flexi-Fields). This is especially helpful when you are not sure which field (anchor field or flexi-field) contains the data. It also maintains a running audit trail of all values ever entered into a field

Unique ID Number

Each record in Mimsy XG must have a unique ID Number before the record may be saved. When entering a new record, Mimsy XG automatically compares the new number to the existing records in the database. If there is a conflict (number already assigned), Mimsy XG displays a message alerting the user to the problem.


NAT1002 is already in use for:
ID Number: NAT1002
Category: BOTANY
Object Name: grandiflora
Title: Love
Materials: Redgold
Measurements: standard specimen: 8 1/2 ft.; 2.5908 m
Description: Red blend, Red with white reverse blooms. Strong fragrance. 30 to 35 petals. Average diameter 4". High-centered bloom form. Repeats. Disease resistant.
Condition: good
Location: Truck
OK

Duplicate ID Number Alert

Click OK to close the message and return to the Catalogue record. The user must resolve the conflict before saving the record.

After an ID Number is assigned, the field becomes read-only. The Manager level users may change the number through SQL Plus or the Acquisition Activity. The "box" surrounding the ID Number field disappears after the field becomes read-only.

Lookup Last ID Number Assigned

When you are creating records, Mimsy XG will display the last number assigned within a series of numbers. This value is determined by the data in the ID Sort fields.

To view the "last" ID Number assigned:

- Click in the ID Number field.
- Enter a partial number with a percent (%). EXAMPLE: DA.2003%. We recommend entering as many characters in the "root" of the ID Number as possible. This increases the speed of the lookup. For example, entering "2004%" returns faster results than "2%"
- Highlight the partial ID Number value.
- Select Field, Pop-Up List from the menu (or press F9).

The ID Number displayed is the last number assigned in a general sequence. It is not necessarily the most recent ID Number entered in the database. For example, if two sets ID Prefixes are used, searching for 2004% and 2003% would yield two different "last" ID Number values.

Auto-Generated ID Number

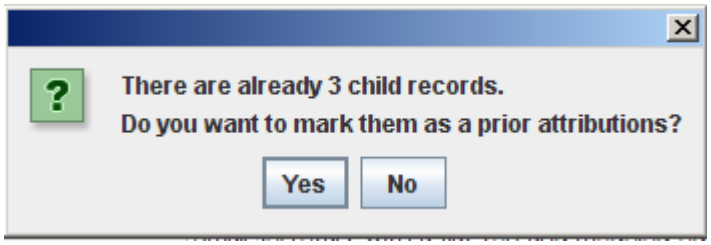
Mimsy XG may be configured to assign a sequential ID Number in a user-defined format. You are not required to use an auto-generated ID Number and may enter an alternate ID Number value if you prefer.

To assign a sequential number to the objects in your collection, modify the List Name for the ID Number in the Catalogue table in the View Properties. This data default may be reset each year so that the ID Numbers assigned always contain the 4-digit year and the sequential number. EXAMPLE: BIO.2003.1

Prior Attributions

There may be occasions where scholarly research reveals that the existing data in a field is incorrect and should be updated. If your site configures Mimsy XG to copy Anchor field entries into Flexi-Fields, the system may be set up to ask you if the existing flexi field data should be flagged as a previous entry. When this check is made, Mimsy XG uses the Type or Relationship field for comparison.

If you update an Anchor field and receive a message similar to the one below, Mimsy XG is performing this check.



Prior Attribution Message

If the user answers yes to the prompt, Mimsy XG sets the Previous Flag for the row to "Y." Answering "No" to the prompt indicates that the entries in the flexi fields are alternate values (rather than entries that proved to be incorrect). This feature may be turned off in the System Module.

Maker / Collector

The Maker and Collector fields validate against the People Authority. The Maker Pop-Up List field for Maker is automatically generated from all records in the People Authority where the Maker flag is checked. The Collector Pop-Up List field is automatically generated from all records in the People Authority where the Collector flag is checked.

Entering Name Qualifiers

There may be times when you need to qualify the link between a person and a record. Mimsy XG uses a custom algorithm to parse certain attributions and qualifiers from the Maker and Collector strings so that people may be attached to objects even if the data entered in the Maker and Collector fields is not an exact match to a name in the People Authority. Values including "possibly," "attributed to," and "?" may be entered with the name.

Adjust the STRIP_PEOPLE_TERMS in the System Settings section of the System Module to "exclude" qualifiers as part of validation. EXAMPLE: "after Rembrandt" validates as "Rembrandt." Adjust the IGNORE_PEOPLE_TERMS to force qualifiers to be used as part of the validation. EXAMPLE: "after Rembrandt" validates as "after Rembrandt."

Place Made / Place Collected Terms

The Place Made and Place Collected fields do not have traditional Pop-Up Lists. Instead, the Places Browser is connected to these fields. The Places Browser references the terms entered in the Places Authority. Detailed instructions for using the Place Browser are in the *Place Browser* section of the *Data Entry Tools* chapter of this manual.

You can control the format of the place collected or place made string by adjusting the PLACE_LEVEL entry in the System Module. Changing this value enables you to define the order of the data. For example, Country: Region, City would build a value of Canada: Ontario, Ottawa.

Date Parsing

Mimsy XG uses a custom algorithm to parse certain Date Made and Date Collected values into the Earliest and Latest Year values (Date Made Flexi-Fields). For example, entering 1910 - 1920 in the Date Made or Date Collected fields or the corresponding Flexi-Fields automatically parses out an earliest year of 1910 and a latest year of 1920. Century values are also automatically parsed based on a span beginning with XX01 to XX00 (e.g 19th Century parsed to 1801 to 1900). Dates such as 800 BC parse as "-800."

Identifying earliest year and latest year values increases the accuracy of searches since you may define a date range when the object may have been manufactured. Values of Date Made such as "c. 1900," "20th Century," and "pre-1800" may be more accurately described as earliest year and latest year ranges.

The DATE_TEXT_STRIP_LIST in the System Settings identifies all text strings used to qualify dates. When parsing data into Early Year and Late Year values, Mimsy XG uses the "stripped" version of the data. Consult with your System Administrator to modify this list of terms to reflect the data entry practices at your institution.

Materials

Mimsy XG will concatenate a string of Physical Descriptors (Flexi-Field table for the Materials Anchor field) for display in the Materials field. The format of this string is configured in the System Module using the Table Properties for the PHYSICAL_DESCRIPTORS table.

To configure the display string for the field, modify the Validator field for the PHYSICAL_DESCRIPTORS table in the Table Properties. The string may be set to include all Descriptors or a subset of Descriptors.

Measurements

Three-dimensional measurements and weight are entered in the Measurement Flexi-Fields. We recommend reading the section *Configuring Measurements* in the System Module chapter in order to create the strings in the preferred format.

Enter 1 Set of Measurements for Mimsy XG to Convert

Mimsy XG stores one set of measurements as the "measured" set and uses this to create a read-only view of "converted" measurements. Both sets of measurements are available in the Measurement Flexi-Fields. The measured set is always entered in the first series of Measurement columns.

Measurements

Part Measured	Height	Ht Unit	Width	Wd Unit	Depth	Dp Unit
overall	20	IN	10	IN		

"Measured" Measurements

The converted set of measurements appears in the second series of Measurement fields.

Measurements

Part Measured	Height (Conv)	Ht Unit (Conv)	Width (Conv)	Wd Unit (Conv)
overall	50.8	cm	25.4	cm

"Converted" Measurements

Managing information about measurements in this manner avoids any confusion as to which series of measurements was actually taken of the object.

Create Measurement String to Copy Onto Main Page

A string of the metric and/or imperial measurements may be generated from the individual measurement fields.

To create the measurement string:

- Click in the Measurement Flexi Fields
- TAB or click into the appropriate measurement field.
- Enter the numerical equivalent of the measurement.
- TAB or click into the corresponding measurement unit field.
- Enter the unit of measurement.
- Save the measurement by selecting Record, Save from the menu (or press F10 or click the SAVE button).
- An update message appears.



Measurement Update Message

- Click YES to generate a string for display in the Measurements Anchor field.

- Repeat for all measurements.

The format of the measurement string can be adjusted on-site. To change the way the string is built, ask your System Administrator to modify the Display Measurement Format in the Text section of the System Module. In addition, the terms in Part Measured that trigger the creation of the string must be adjusted in the Table Properties section of the System Module. For detailed instructions on modifying this string, refer to the *Configuring Measurements* section of the System Administration chapter.

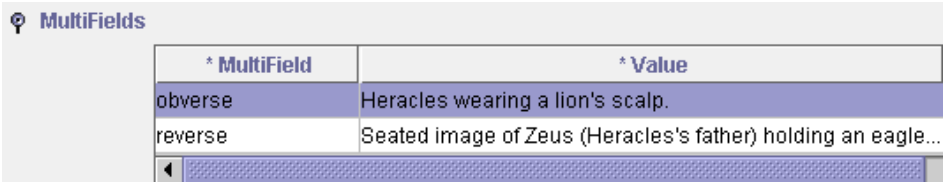
Multi-Fields

Multi-Fields are user-definable fields that are displayed when a specific term is entered into an Anchor field. For example, if the Category is set to Numismatics, you may want to record the obverse and reverse of the coin. In this case, your System Administrator would create two Multi-Fields for the Category of "NUMISMATICS."



Category Field

If you entered "NUMISMATICS" in the Category field, two rows would display in the Multi-Fields Flexi-Fields.



Multi-Field Values

You can create as many Multi-Fields in the system as you want. To create Multi-Fields, ask your System Administrator to add new row defaults for the Catalogue table in Row Defaults section of the System Module.

Physical Descriptors (Flexi-Fields under Materials)

Physical descriptors identify how a material, support, or technique applies to a specific portion of the object. The descriptors (what facet is being described) and the terms (the value of the descriptor) are pre-configured in the System Module. For example, if the top of a box is inlaid with ivory and the sides are made of mahogany, there would be two physical descriptor entries in the Flexi-fields.

Creating A Record Hierarchy

The Whole/Part Flexi-Fields are used to create multiple-level hierarchical relationships between Object records in your database. For example, you may have a tea service in your collection. This set is made up of 6 place settings, a tea tray, a sugar bowl, creamer, and a teapot. It is possible to create Object records for the individual place settings, the tray, the sugar bowl, and the teapot, and then link those records together in a hierarchy. Instructions for creating a record hierarchy are detailed in the *Record Hierarchy* chapter.

Object Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site (upper left corner of the screen). At the time of installation, the fields are set to ID Number, Category, and Title. To adjust these values, ask your System Administrator to modify the System Settings for the OBJECTS table and check / uncheck the Info Field flags for the corresponding fields.

Auto-Generated ID Sorts

When an ID Number is entered in Mimsy XG, Mimsy XG automatically analyzes its structure and "parses" it into the ID Number Sort fields. Sort fields are needed since computers do not recognize most museum ID Numbers as "true" numbers (because they may have multiple decimals, dashes, and slashes). For example, if a computer tries to sort the following ID Numbers, the list appear as follows:

- 1988.1
- 1988.10
- 1988.2

If records are sorted on the ID Sorts, the ID Numbers will display in the "correct" accession order.

- 1988.1
- 1988.2
- 1988.10

If your museum has a specialized numbering system, we recommend double-checking the ID Sort parsing and modifying the sorts by hand if necessary.

Basic Object Entry

The instructions below are one example of how users may enter object records and are intended only as a guide.

To create an Object Authority record:

- Select Record, Create Record from the menu (or press F6).
- Enter the ID Number. To lookup the last number assigned in a series, enter part of the number%, highlight, and press F9.
- TAB out of the field.
- Select File, Save from the menu (F10).

To add a Maker or Collector:

- Enter a name or press F9 for a Pop-Up List.
- If the name you typed does not exist in the Authority, a message displays.

- Mimsy XG will either display a list of close matches, or display a message indicating the list has no values (there are no matches).
- If the list displays and you see the correct name, select it.

  OR

- If the name is not displayed, click CANCEL. A message displays prompting you to add the name. Answer "Yes" and follow the prompts to create the name or Answer "No" and leave the field blank.

To add a Place Made or Collected:

- Enter a place or press F9 for the Places Browser.
- If the place you entered does not exist in the Authority, a message displays.
- Mimsy XG will either display a list of close matches in the Places Browser, or display a message indicating the list has no values (there are no matches).
- If the browser displays and you see the correct place, select it.

  OR

- If the place is not displayed, click CANCEL. Either leave the field blank, or open the Places Authority, add the new place, then return to the Object and enter the Place data.

  OR

- If a message displays that the "Place is not in the Authority File, Do you wish to Continue, " answer "Yes" to continue without a link or "No" and leave the field blank.

To enter Date Made or Date Collected

- Enter the date value.
- Open the Date Flexi-Fields.
- Check the Earliest Year and Latest Year values. Adjust if necessary.

To enter Measurements

- Open the Flexi-Fields.
- Click in a row.
- Select Record, Create Flexi Record (or press F6 or F12).
- If needed, adjust the Part Measured default.
- Enter any measurements. Use decimal format.
- Press F10 to fire the measurement update trigger.
- Answer YES to copy the measurements to the Measurement Anchor field.

To enter any additional Flexi-Field data:

- Open the Flexi-Fields.
- Click in a row.
- Select Record, Create Flexi Record (or press F6 or F12).

Reminder: if you are entering data in Linked Authority fields (Linked People, Linked Subjects, Linked Events, etc.), entry validates against the corresponding Authority. You may be prompted to add the record to the Authority as part of this process. See the *Validation* section of this chapter for additional instructions.

To add Location, Condition, Value:

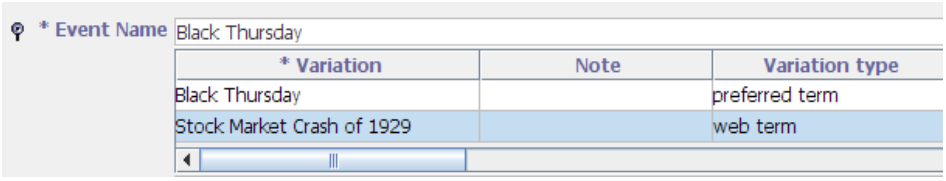
- Select Tools, Activity Manager.
- Click the lever to the left of the Activity (Location, Condition, or Value folders).
- Drag the object onto the Create New folder within the Activity.
- Enter the Activity information.
- Click OK.

Events Authority

The Events Authority manages data about any happening that is related to your institution or collections. Events may range from lectures sponsored by your institution to a political election to the eruption of a volcano. Events may also be linked to each other to create a virtual timeline. Events that occur at the museum, such as tours or lectures, may be linked to the People records of the individual docents or staff members in charge of the event.

Event Variations

Event variations are pseudonyms, aliases, or alternate names for an event.



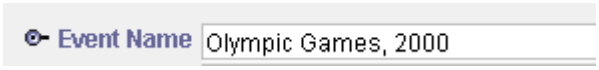
Name Variations

Since all event validation is performed against the Events Variations listed for a record, we recommend entering the preferred Event as a variation as well as in the Event field. Event variations may also hold historical terms, alternate spellings, or alternate languages – any variation that a researcher might use when looking for the event.

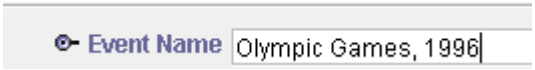
Event Components

There are some events that may be broken into smaller units. Some museums may wish to create an Event Authority record for each stage or phase of the event; others prefer to create a single Event Authority record. For example, The Olympic Games is an ongoing event held at set intervals. Some consider each Olympic Games as a distinct individual

event. They create separate Event Authority records for the Olympic Games in 2000 and the Olympic Games in 1996 and so on.



Event Authority Record 1



Event Authority Record 2

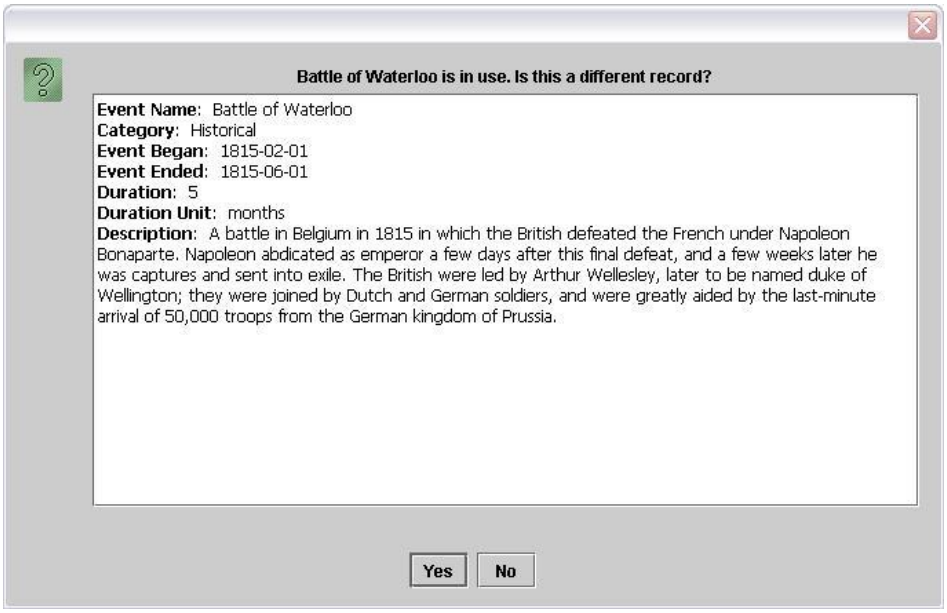
Others consider the Olympic Games a single event that occurs over a period of time. At these sites, one Event Authority record is created and the individual games are added as Event Components. Event Components are entered under the Event Name field.



One Event Authority Record with Event Components

Duplicate Event Names

The Event Authority accepts duplicate event names. If a duplicate event name is entered, Mimsy XG displays a message alerting the user to the fact.


Battle of Waterloo is in use. Is this a different record?
Event Name: Battle of Waterloo
Category: Historical
Event Began: 1815-02-01
Event Ended: 1815-06-01
Duration: 5
Duration Unit: months
Description: A battle in Belgium in 1815 in which the British defeated the French under Napoleon Bonaparte. Napoleon abdicated as emperor a few days after this final defeat, and a few weeks later he was captures and sent into exile. The British were led by Arthur Wellesley, later to be named duke of Wellington; they were joined by Dutch and German soldiers, and were greatly aided by the last-minute arrival of 50,000 troops from the German kingdom of Prussia.
Yes
No

Duplicate Event Name Alert

To stop data entry and delete the newest record:

- Click YES.

To continue data entry on the new record with the same event name:

- Click NO.

Event Identifying Info

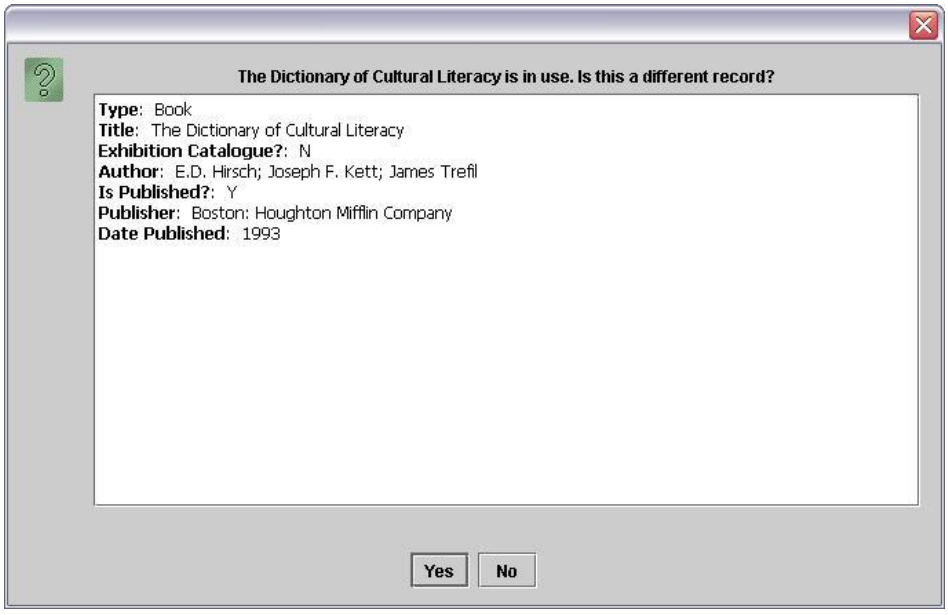
The 3 fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Event Name, Category, and Display Date. To adjust these values, ask your System Administrator to modify the System Settings for the EVENTS table and check / uncheck the Info Field flags for the corresponding fields.

Publications Authority

The Publications Authority stores information about any reference materials that contain information related to your institution and collection. Materials can be published or unpublished, books or magazines – even web pages. While the Publications Authority in Mimsy XG is not designed for circulating libraries, we welcome you to try using it to check holdings in and out if you have a small library collection.

Duplicate Publication Titles

The Publications Authority accepts duplicate titles. If a duplicate title is entered, Mimsy XG displays a message alerting the user to the fact.


The Dictionary of Cultural Literacy is in use. Is this a different record?
Type: Book
Title: The Dictionary of Cultural Literacy
Exhibition Catalogue?: N
Author: E.D. Hirsch; Joseph F. Kett; James Trefil
Is Published?: Y
Publisher: Boston: Houghton Mifflin Company
Date Published: 1993
Yes
No

Duplicate Publication Title Alert

To stop data entry and delete the newest record:

- Click YES.

To continue data entry on the new record with the same title:

- Click NO.

Publication Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Title, Author, and Publication Date. To adjust these values, ask your System Administrator to modify the System Settings for the Publications table and check / uncheck the Info Field flags for the corresponding fields.

Media Authority

The Media Authority manages information about any image, document, sound, or video related to your museum or collection. Media Authority records generally fall into two categories: analog (non-digital) and digital. Since data entry for analog and digital files varies so widely, the two classes of media are addressed in separate chapters.

The features of the Media Authority are discussed in detail in the *Digital Files* chapter.

Media Identifying Info

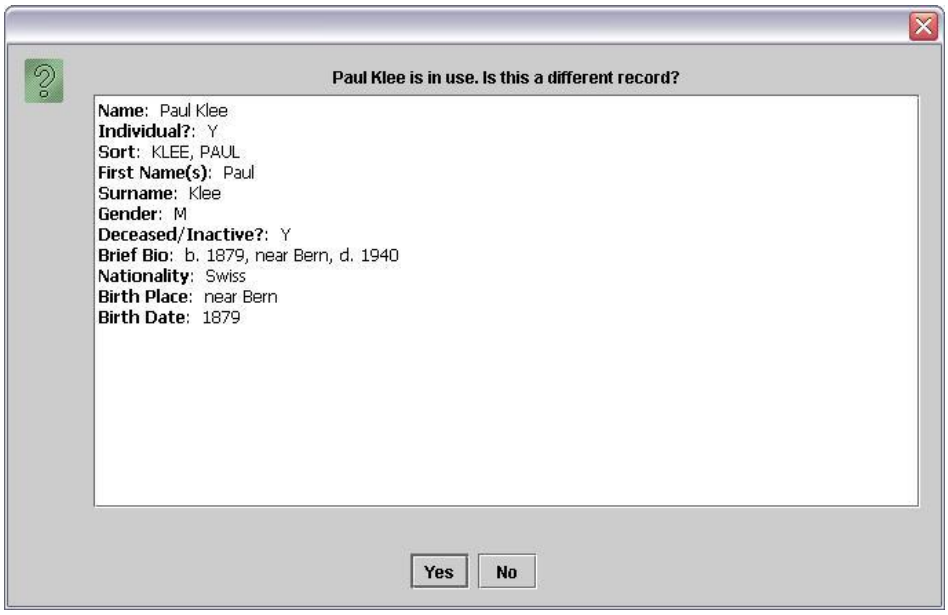
The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Media ID, Locator, and Format. To adjust these values, ask your System Administrator to modify the System Settings for the Places table and check / uncheck the Info Field flags for the corresponding fields.

People Authority

The People Authority holds information about any person or organization related to the collection. Data about makers, collectors, staff members, and other entities should be entered in this authority.

Duplicate Names

The People Authority accepts duplicate names. If a duplicate name is entered, Mimsy display a message alerting the user to the fact.



Duplicate Name Alert

To stop data entry and delete the newest record:

- Click YES.

To continue data entry on the new record with the same name:

- Click NO.

Birth Date / Death Date

The Birth Date and Death Date fields accept text strings so that you may enter terms such as "circa 1800." When you enter a value in the Birth Date or Death Date fields in the Parent section of the record, Mimsy XG automatically creates a corresponding record in the Timeline Flexi-Fields (under Brief Bio). The entries for the new records are set to "date of birth" and "date of death."

To change the term inserted in the new Timeline records, modify the BIRTH_ACTIVITY_TEXT and DEATH_ACTIVITY_TEXT Text Value entries in the System Module. At the time of installation, the default text for these entries is "birth date" and "death date."

Mimsy XG also inserts a Timeline entry for "lifedates" and inserts the birth and death date values in the earliest and latest year fields.

Name Parsing

When you create a record for a person or organization, Mimsy XG automatically analyzes its structure and "parses" it into the Title, First Name, Last Name, and Suffix fields. Parsing assures that you are able to break down names entered in the preferred format into

individual components. Parsed names may then be used in order to facilitate sorting and searching.

Name Format
For data consistency, we recommend that all names are entered in transposed order OR all names entered in natural order. A combination of both formats may lead to confusion during searching and sorting.



At the time of installation, the PEOPLE_NAME_ORDER Data Default is set to "INVERTED." All names flagged as individuals are assumed to be entered in "Last Name, First Name" format. If your institution enters names in "First Name Last Name" format, modify the default to "NATURAL" in the System Module.

Mr., Mrs., Dr., Sir, Lady
The name-parsing algorithm recognizes string patterns that represent personal titles and salutations.



The PEOPLE_TITLE_PARSE_LIST Data Default identifies strings such as "Sir" and "Mrs." embedded in the Preferred Name field that will be automatically entered in the Title field. Contact your System Administrator to add or remove values from the default list.

Sr, Jr., III & Other Name Suffixes
The name-parsing algorithm recognizes string patterns that represent personal titles and salutations.



The PEOPLE_SUFFIX_PARSE_LIST entry in the System Settings section of the System Module identifies strings such as "Sr." and "Jr." embedded in the Preferred Name field that will be automatically entered in the Suffix field. Contact your System Administrator to add or remove values from the default list.

O.B.E., PhD, MD
The name-parsing algorithm recognizes string patterns that represent titles granted to you by a government or organization.



The PEOPLE_HONORARY_PARSE_LIST entry in the System Settings section of the System Module identifies strings such as "PhD" and "MD" embedded in the Preferred Name field that will be automatically entered in the Honorary Title field. Contact your System Administrator to add or remove values from the default list.

Automatic Sort Name

When you create a record for a person or organization, Mimsy XG checks to see if the name is flagged as an Individual. If the name is flagged, Mimsy XG converts the name to uppercase and enters this value into the Sort Name field.

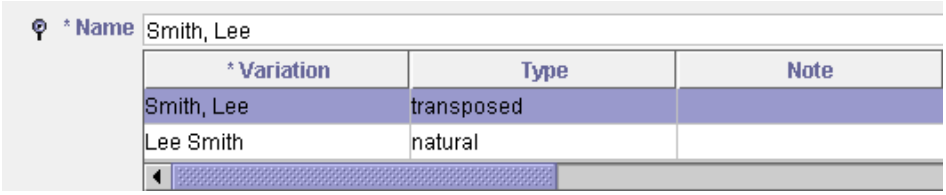


The TEXT_SORT_STRIP_LIST entry in the System Settings section of the System Module defines words the parsing algorithm will strip from the

beginning of Organization names for sorting purposes. (Ex. The Kilburn Corporation becomes KILBURN CORPORATION for sort name generation).

Name Variations

Name variations are pseudonyms, aliases, or alternate spellings for a person or organization. When new names are added to the system, Mimsy XG automatically inserts variations for the name in transposed order. In the case of records flagged as Individuals, a variation for the name in natural order is also added.



Name Variations

Since all name validation is performed against the variations listed for a record, we recommend leaving the automatic entries in the variations even though they may be a repeat of the Preferred Name.

Address & Contact Information

Phone numbers and other address data is stored in the Contact Flexi-Fields.



Address / Contact Data

For rows where the Active Flag is checked, the address and contact data is available in other areas of the system. For example, if the contacts pictured above are entered for the "Museum of Contemporary History," the contact names will be available in the Loan Activity in the Contact and Addresses fields.

Role Flags

There are a series of check flags in the People Authority.

- Appraiser
- Authorizer
- Borrower
- Collector
- Conservator
- Copyright Holder
- Examiner
- Identifier
- Insurer
- Lender
- Maker
- Mover
- Owner
- Publisher
- Reproducer
- Linked
- Shipper
- Source
- Staff
- Surveyor
- Venue

- Other

In the System Module, the Pop-Up Lists can be configured to display names from the People Authority where a certain Role flag is checked. For example, you may configure the Institution field in the Loan Activity to display names flagged as Borrowers and / or Lenders.

People Identifying Info

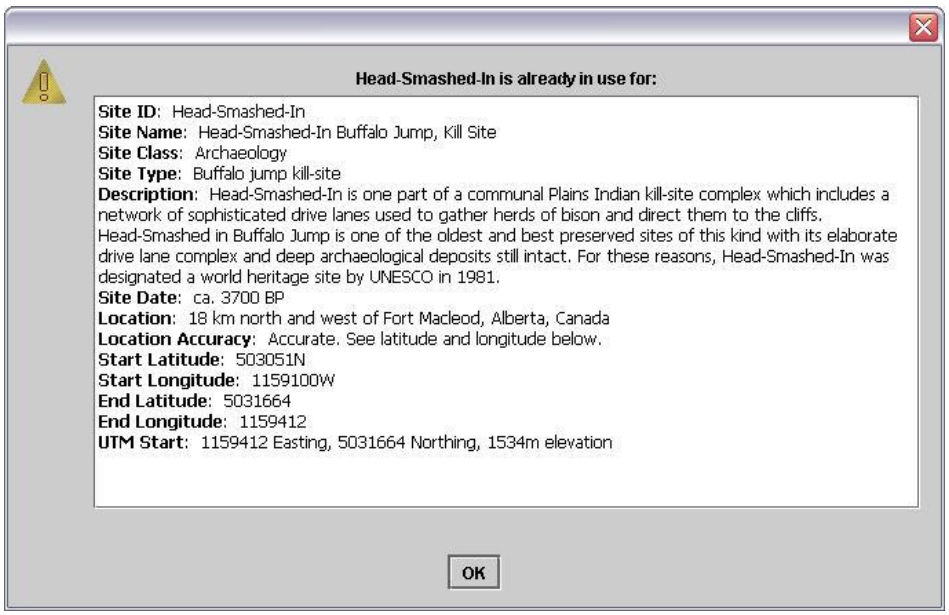
The 2 fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Name and Brief Bio. To adjust these values, ask your System Administrator to modify the System Settings for the People table and check / uncheck the Info Field flags for the corresponding fields.

Sites Authority

The Sites Authority manages information about archaeological and ecological sites.

Unique Site ID Number

Each Sites Authority record in Mimsy must have a unique Site ID Number, or the record cannot be saved. When entering a new Sites Authority record, Mimsy XG automatically compares the new Site ID Number to the existing records in the database. If there is a conflict (Site ID Number already assigned), Mimsy XG displays a message alerting the user to the problem.


Head-Smashed-In is already in use for:
Site ID: Head-Smashed-In
Site Name: Head-Smashed-In Buffalo Jump, Kill Site
Site Class: Archaeology
Site Type: Buffalo jump kill-site
Description: Head-Smashed-In is one part of a communal Plains Indian kill-site complex which includes a network of sophisticated drive lanes used to gather herds of bison and direct them to the cliffs. Head-Smashed in Buffalo Jump is one of the oldest and best preserved sites of this kind with its elaborate drive lane complex and deep archaeological deposits still intact. For these reasons, Head-Smashed-In was designated a world heritage site by UNESCO in 1981.
Site Date: ca. 3700 BP
Location: 18 km north and west of Fort Macleod, Alberta, Canada
Location Accuracy: Accurate. See latitude and longitude below.
Start Latitude: 503051N
Start Longitude: 1159100W
End Latitude: 5031664
End Longitude: 1159412
UTM Start: 1159412 Easting, 5031664 Northing, 1534m elevation
OK

Duplicate Site ID Message

The user must click OK and resolve the conflict before saving the record.

Lookup Last Site ID Number Assigned

Mimsy XG may be configured to display the last Site ID entered in a sequence of numbers. This value is determined by the data in the Site ID Sort fields.

To view the "last" Site ID assigned:

- Click in the Site ID Number field.
- Enter part of the Site ID value with a wildcard, i.e. JHN%.
- Highlight the partial Site ID value. We recommend entering as many characters in the "root" of the Site ID as possible. This increases the speed of the lookup. For example, entering "JHN%" returns faster results than "J%."
- Select Field, Pop-Up List from the menu (or press F9).

The Site ID displayed is the last number assigned in a general sequence. It is not necessarily the most recent Site ID entered in the database. For example, if multiple sets of Site ID Prefixes are used, searching for JHN% and ISL% would yield two different "last" Site ID values.

Auto-Generated Site ID Number

Mimsy XG may be configured to assign a sequential Site ID Number in a user-defined format. You are not required to use an auto-generated Site ID Number and may enter an alternate Site ID Number value if you prefer.

To assign the next auto-generated Site ID Number:

- Click in the Site ID Number field.
- Select Field, Pop-Up List from the menu (or press F9).



To configure an auto-generated Site ID Number for use in Sites Authority, modify the ID_FORMAT_SITE_ID data default in the System Module. Auto-generated Site ID values may contain a combination of text and numbers.

Converting and Storing Longitude and Latitude

The Sites Authority can convert and store information about latitude and longitude. The user will flag whether the decimal coordinate or the "parts" are the primary coordinate. The system converts decimal coordinates out to 6 decimal places.

The following fields have been added to the SITE_COORDINATES table:
DECIMAL_COORDINATE NUMBER
DECIMAL_IS_PRIMARY CHAR(1) NOT NULL default 'N'
DECIMAL_COORD_TYPE VARCHAR2(100)

To use these fields, ask your System Administrator to add these fields to your View.

Site ID Sorts

When a Site ID is entered in Mimsy XG, Mimsy XG automatically analyzes its structure and "parses" it into the Site ID Sort fields.

Sort fields are needed since computers do not recognize Site ID values as "true" numbers (because they can have letters, multiple decimals, dashes, and slashes). For example, if a computer tries to sort the following Site ID records, the list appear as follows:

- 1988.1
- 1988.10
- 1988.2

If records are sorted on the Site ID Sorts, the Site ID Numbers will display in the "correct" accession order.

- 1988.1
- 1988.2
- 1988.10

If your museum has a specialized numbering system, we recommend double-checking the Site ID Sort parsing and modifying the sorts by hand if necessary.

Site Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Site ID, Site Name, and Site Class. To adjust these values, ask your System Administrator to modify the System Settings for the SITES table and check / uncheck the Info Field flags for the corresponding fields.

Site Measurements

Three-dimensional measurements and weight are entered in the Site Measurement Flexi-Fields. We recommend reading the section *Configuring Measurements* in the System Module chapter in order to create the strings in the preferred format.

Create Measurement String to Copy Onto Main Page

A string of the metric and/or imperial measurements may be generated from the individual measurement fields.

To create the measurement string:

- Click in the Measurement Flexi Fields
- TAB or click into the appropriate measurement field.
- Enter the numerical equivalent of the measurement.
- TAB or click into the corresponding measurement unit field.
- Enter the unit of measurement.
- Save the measurement by selecting Record, Save from the menu (or press F10 or click the SAVE button).
- An update message appears.



Measurement Update Message

- Click YES to generate a string for display in the Measurements Anchor field.
- Repeat for all measurements.

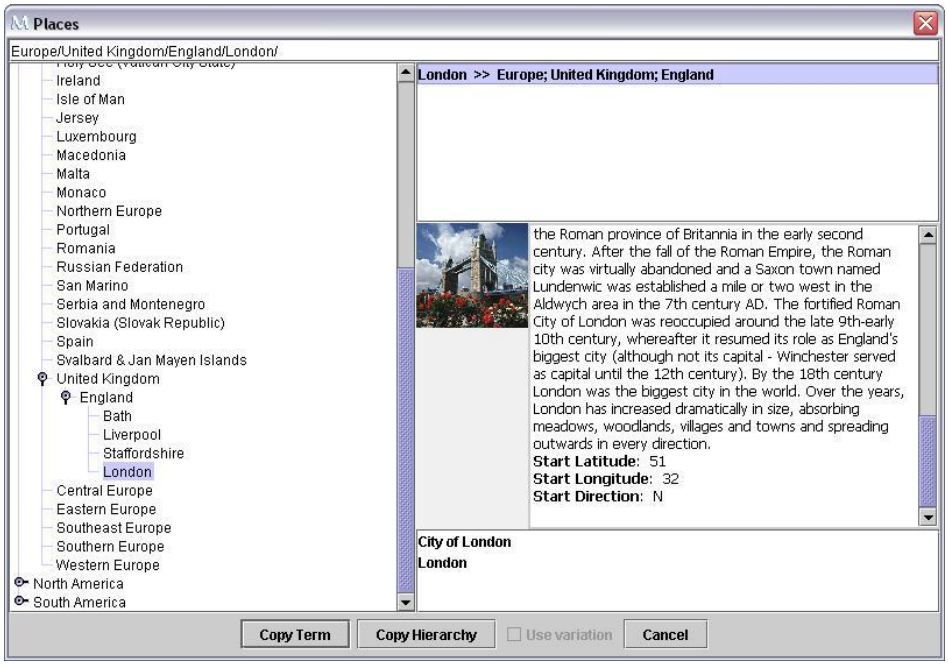
The format of the measurement string can be adjusted on-site. To change the way the string is built, ask your System Administrator to modify the Display Site Measurement Format in the Text section of the System Module. For detailed instructions on modifying this string, refer to the *Configuring Measurements* section of the System Administration chapter.

Places Authority

The Places Authority is a hierarchical Authority. It contains information about geographic locations. This Authority is designed to hold a single Places Authority classification system.

Place Hierarchy Browser

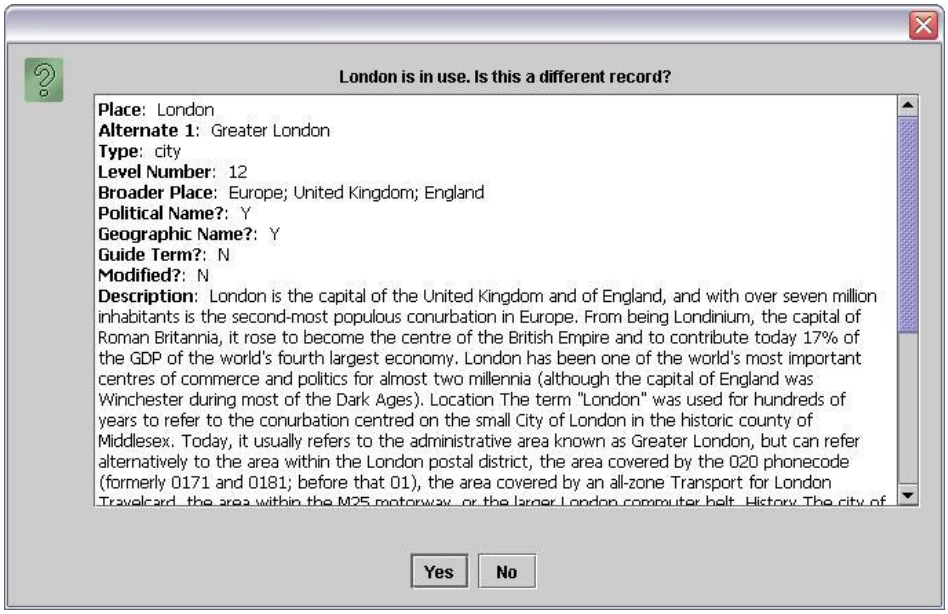
The Places Authority contains the data that is displayed in the Places Hierarchy Browser.


Places
Europe/United Kingdom/England/London/
Ireland
Isle of Man
Jersey
Luxembourg
Macedonia
Malta
Monaco
Northern Europe
Portugal
Romania
Russian Federation
San Marino
Serbia and Montenegro
Slovakia (Slovak Republic)
Spain
Svalbard & Jan Mayen Islands
United Kingdom
England
Bath
Liverpool
Staffordshire
London
Central Europe
Eastern Europe
Southeast Europe
Southern Europe
Western Europe
North America
South America
London >> Europe; United Kingdom; England
the Roman province of Britannia in the early second century. After the fall of the Roman Empire, the Roman city was virtually abandoned and a Saxon town named Lundenwic was established a mile or two west in the Aldwych area in the 7th century AD. The fortified Roman City of London was reoccupied around the late 9th-early 10th century, whereafter it resumed its role as England's biggest city (although not its capital - Winchester served as capital until the 12th century). By the 18th century London was the biggest city in the world. Over the years, London has increased dramatically in size, absorbing meadows, woodlands, villages and towns and spreading outwards in every direction.
Start Latitude: 51
Start Longitude: 32
Start Direction: N
City of London
London
Copy Term
Copy Hierarchy
Use variation
Cancel

Places Hierarchy Browser

Duplicate Places

The Places Authority accepts duplicate place names. If a duplicate place name is entered, Mimsy XG displays a message alerting the user to the fact.


London is in use. Is this a different record?
Place: London
Alternate 1: Greater London
Type: city
Level Number: 12
Broader Place: Europe; United Kingdom; England
Political Name?: Y
Geographic Name?: Y
Guide Term?: N
Modified?: N
Description: London is the capital of the United Kingdom and of England, and with over seven million inhabitants is the second-most populous conurbation in Europe. From being Londinium, the capital of Roman Britannia, it rose to become the centre of the British Empire and to contribute today 17% of the GDP of the world's fourth largest economy. London has been one of the world's most important centres of commerce and politics for almost two millennia (although the capital of England was Winchester during most of the Dark Ages). Location The term "London" was used for hundreds of years to refer to the conurbation centred on the small City of London in the historic county of Middlesex. Today, it usually refers to the administrative area known as Greater London, but can refer alternatively to the area within the London postal district, the area covered by the 020 phonecode (formerly 0171 and 0181; before that 01), the area covered by an all-zone Transport for London
Yes
No

Duplicate Place Name Alert

To stop data entry and delete the newest record:

- Click YES.

To continue data entry on the new record with the same place name:

- Click NO.

Place Name Variations

Since all place validation is performed against the Place Name Variations listed for a record, we recommend entering the preferred Place Name as a variation as well as in the Term field. Place name variations may also hold historical names or alternate spellings for a geographical place.

If the name of a place (country, city, etc.) changes, add the former name in the Place Variations Flexi-Fields. These are located under the Place field. After the old name has been entered as a variation, modify the preferred Place name on the main screen. Modifying this field updates all linked records with the "new" Place name.

Linking Broader Place Terms

Linking a Place Name to a Broader Place automatically relates all of the records attached at higher levels of the hierarchy. There are two methods for creating links to broader places: using the Places Browser and entering an exact Place Name. Detailed instructions for using the Places Browser are provided in the *Places Browser* section of the *Data Entry Tools Chapter*.

To link a broader Place to the Place Name by using the Places Browser:

- Click (or TAB) into the Broader Place field.
- Press ENTER to open a Pop-Up Field Window and enter the exact name of the Broader Place. Click OK.

  OR
- Select Tools, Hierarchy Browsers, Places Browser from the menu (or press F9) to open the Place Browser.
- Navigate through the terms in the Places Browser.
- Click on the appropriate Place Name.
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY Buttons link the term and its related terms to the current record. The System Administrator controls the display format for the Term field (term only or term, plus hierarchy) and regardless of which button pressed, the terms appear in the default format the next time the fields are accessed.

To break a link to a Broader Place:

- Click (or TAB) into the Broader Place.
- Hit the DELETE key on your keyboard.
- Select File, Save (or press F10).
- Refresh the record (Record, Refresh Record or press F5).

Once the record is refreshed, the hierarchy will reflect the changed link.

Place Identifying Info

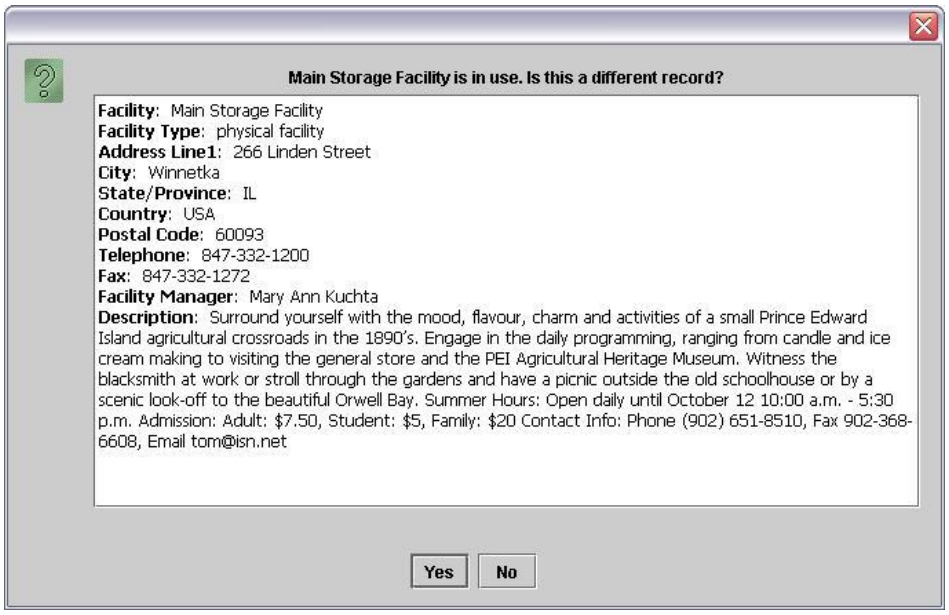
The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Place Name, Type, and Broader Place. To adjust these values, ask your System Administrator to modify the System Settings for the Places table and check / uncheck the Info Field flags for the corresponding fields.

Facilities Authority

The Facilities Authority manages information on physical structures such as storage rooms, galleries, and other venues. The data entered in the Facilities Authority is accessible in the Location Activity and is used to create the Facilities Hierarchy Browser.

Duplicate Facilities

The Facilities Authority accepts duplicate facility names. If a duplicate facility name is entered, Mimsy XG displays a message alerting the user to the fact.


Main Storage Facility is in use. Is this a different record?
Facility: Main Storage Facility
Facility Type: physical facility
Address Line1: 266 Linden Street
City: Winnetka
State/Province: IL
Country: USA
Postal Code: 60093
Telephone: 847-332-1200
Fax: 847-332-1272
Facility Manager: Mary Ann Kuchta
Description: Surround yourself with the mood, flavour, charm and activities of a small Prince Edward Island agricultural crossroads in the 1890's. Engage in the daily programming, ranging from candle and ice cream making to visiting the general store and the PEI Agricultural Heritage Museum. Witness the blacksmith at work or stroll through the gardens and have a picnic outside the old schoolhouse or by a scenic look-off to the beautiful Orwell Bay. Summer Hours: Open daily until October 12 10:00 a.m. - 5:30 p.m. Admission: Adult: $7.50, Student: $5, Family: $20 Contact Info: Phone (902) 651-8510, Fax 902-368-6608, Email tom@isn.net
Yes
No

Duplicate Facility Name Alert

To stop data entry and delete the newest record:

- Click YES.

To continue data entry on the new record with the same facility name:

- Click NO.

Facility Levels and Buildings

The Mimsy XG Facility Authority provides two methods to describe relationships among and within buildings. For example, a Long-Term Storage Unit may be comprised of five smaller buildings. These smaller buildings, in turn, may have three floors each. The connections between these locations may be entered as a hierarchy, or as component location levels.

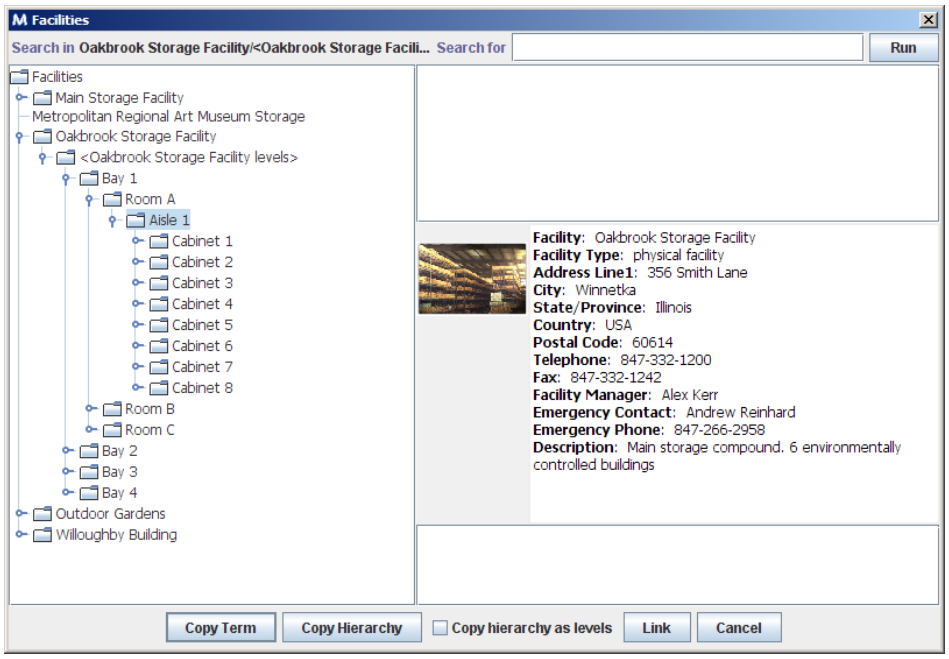
When to Use Levels

The Facility Levels (Flexi Fields under the Facility Name field) define all of the sub-levels within a facility. Managing facility definitions in this flexi-field may be most efficient if you simply want to record a list of buildings, rooms, and shelves without any additional data.

When to Use a Hierarchy

The Facility Authority contains a Broader Levels field. This field is used to link buildings together in a hierarchy. This type of linking is recommended if you want to manage descriptive information such as address, temperature, light levels, etc. about each facility in the hierarchy.

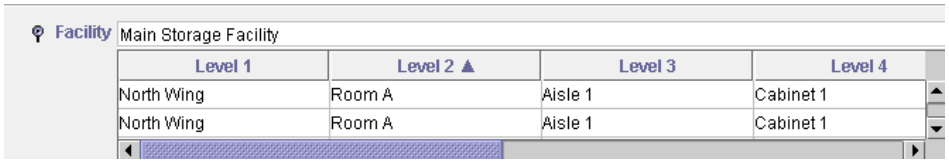
Regardless of how you enter the levels (hierarchy or facility levels flexi fields), the records in the Facilities Authority will be available in the Location Activity using the Facilities Browser.



Facilities Browser

Enter Sub-Levels

If you prefer to enter a single record for each facility, use the Facility Sub-Level Flexi-Fields. The Sub-Level fields hold each individual combination of locations within a facility.



Facility Sub-Levels

Sub-Levels of a facility appear in the Facilities Browser under the heading <Building Name Sub Levels>

To Link to a Broader Facility

You may create individual records for each part of a facility and link the records using the Broader Location field. Entering a value in the Broader Location field links the facility to all of the related buildings in the hierarchy. There are two methods for creating links to broader Facilities: using the Facility Browser and entering an exact Facility name. Detailed instructions for using the Facility Browser are provided in the *Facility Browser* section of the *Data Entry Tools Chapter*.

To link a broader Location to the Facility Term by using the Facility Browser:

- Click (or TAB) into the Broader Levels field.

- Press ENTER to open a Pop-Up Field Window and type the Broader Facility Name. Click OK.

  OR

- Select Tools, Hierarchy Browsers, Facility Browser from the menu (or press F9) to open the Facility Browser.
- Navigate through the terms in the Facility Browser.
- Click on the appropriate Facility Name
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY Buttons link the term and its related terms to the current record. The System Administrator controls the display format for the Term field (term only or term, plus hierarchy) and regardless of which button pressed, the terms appear in the default format the next time the fields are accessed.

To break a link to a Broader Facility:

- Click (or TAB) into the Broader Facility Field.
- Hit the DELETE key on your keyboard.
- Select File, Save (or press F10).
- Refresh the record (Record, Refresh Record or press F5).

Once the record is refreshed, the hierarchy will reflect the changed link.

Facility Identifying Info

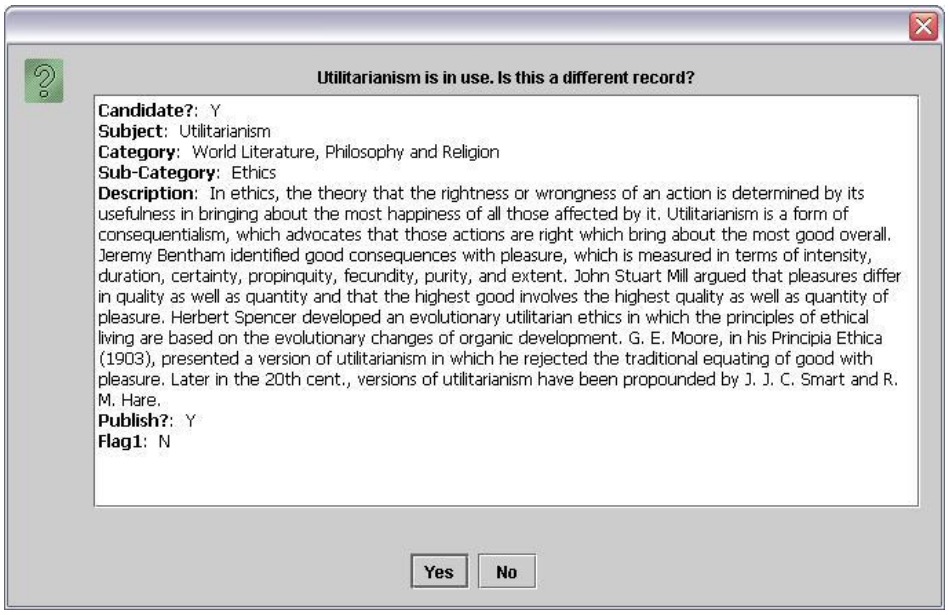
The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Event Name, Category, and Display Date. To adjust these values, ask your System Administrator to modify the System Settings for the FACILITIES table and check / uncheck the Info Field flags for the corresponding fields.

Subjects Authority

The Subjects Authority manages information about keywords and topics related to the collection. It is a "flat" Authority; you cannot link a specific subject to a broader subject term. For that reason, some users enter Subject data in the Thesaurus Authority. There are no Authority specific features in the Subject Authority that require additional documentation.

Duplicate Subjects

The Facilities Authority accepts duplicate subjects. If a duplicate subject is entered, Mimsy XG displays a message alerting the user to the fact.


Utilitarianism is in use. Is this a different record?
Candidate?: Y
Subject: Utilitarianism
Category: World Literature, Philosophy and Religion
Sub-Category: Ethics
Description: In ethics, the theory that the rightness or wrongness of an action is determined by its usefulness in bringing about the most happiness of all those affected by it. Utilitarianism is a form of consequentialism, which advocates that those actions are right which bring about the most good overall. Jeremy Bentham identified good consequences with pleasure, which is measured in terms of intensity, duration, certainty, propinquity, fecundity, purity, and extent. John Stuart Mill argued that pleasures differ in quality as well as quantity and that the highest good involves the highest quality as well as quantity of pleasure. Herbert Spencer developed an evolutionary utilitarian ethics in which the principles of ethical living are based on the evolutionary changes of organic development. G. E. Moore, in his Principia Ethica (1903), presented a version of utilitarianism in which he rejected the traditional equating of good with pleasure. Later in the 20th cent., versions of utilitarianism have been propounded by J. J. C. Smart and R. M. Hare.
Publish?: Y
Flag1: N
Yes
No

Duplicate Subject Alert

To stop data entry and delete the newest record:

- Click YES.

To continue data entry on the new record with the same subject term:

- Click NO.

Subject Variations

Since all subject validation is performed against the Subject Variations listed for a record, we recommend entering the preferred Subject as a variation as well as in the Subject field. Subject variations may also hold historical terms, alternate spellings, or alternate languages – any variation that a researcher might use for the term.

Subjects Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Subject, Category, and Sub-category. To adjust these values, ask your System Administrator to modify the System Settings for the Subjects table and check / uncheck the Info Field flags for the corresponding fields.

Vessels

The Vessels Authority manages information about any watercraft, nautical materials, or other maritime artifacts.

Unique Vessel ID

Each record in Mimsy XG must have a unique Vessel ID before the record may be saved. When entering a new record, Mimsy XG automatically compares the new number to the

existing records in the database. If there is a conflict (number already assigned), Mimsy XG displays a message alerting the user to the problem.

Click OK to close the message and return to the Vessel Authority record. The user must resolve the conflict before saving the record.



After Vessel ID is assigned, the field becomes read-only. The Manager level users may change the number through SQL Plus or a keystroke combination that opens a Number Change feature. The "box" surrounding the Vessel ID field disappears after the field becomes read-only.

Lookup Last Vessel ID Number Assigned

When you are creating records, Mimsy XG will display the last number assigned within a series of numbers. This value is determined by the data in the ID Sort fields.

To view the "last" Vessel ID Number assigned:

- Click in the Vessel ID Number field.
- Enter a partial number with a percent (%). EXAMPLE: DA.2003%. We recommend entering as many characters in the "root" of the Vessel ID Number as possible. This increases the speed of the lookup. For example, entering "2004%" returns faster results than "2%"
- Highlight the partial Vessel ID Number value.
- Select Field, Pop-Up List from the menu (or press F9).

The Vessel ID Number displayed is the last number assigned in a general sequence. It is not necessarily the most recent Vessel ID Number entered in the database. For example, if two sets Vessel ID Prefixes are used, searching for 2004% and 2003% would yield two different "last" ID Number values.

Auto-Generated Vessel ID Number

Mimsy XG may be configured to assign a sequential Vessel ID Number in a user-defined format. You are not required to use an auto-generated Vessel ID Number and may enter an alternate Vessel ID Number value if you prefer.



To assign a sequential number to the objects in your collection, modify the List Name for the Vessel ID Number in the Objects table in the View Properties. This data default may be reset each year so that the Vessel ID Numbers assigned always contain the 4-digit year and the sequential number. EXAMPLE: BIO.2003.1

Date Made

Mimsy XG uses a custom algorithm to parse certain Date Made values into the Earliest and Latest Year values (Date Made Flexi-Fields). Identifying earliest year and latest year values increases the accuracy of searches since you may define a date range when the object may

have been manufactured. Values of Date Made such as "c. 1900," "20th Century," and "pre-1800" may be more accurately described as earliest year and latest year ranges.

Maker / Collector

The Maker and Collector fields validate against the People Authority. The Maker field Pop-Up List is automatically generated from all records in the People Authority where the Maker flag is checked. The Collector field Pop-Up List is automatically generated from all records in the People Authority where the Collector flag is checked.

Entering Name Qualifiers

There may be times when you need to qualify the link between a person and a record. Mimsy XG uses a custom algorithm to parse certain attributions and qualifiers from the Maker and Collector strings so that people may be attached to objects even if the data entered in the Maker and Collector fields is not an exact match to a name in the People Authority. Values including "possibly," "attributed to," and "?" may be entered with the name.

Adjust the STRIP_PEOPLE_TERMS in the System Settings section of the System Module to "exclude" qualifiers as part of validation. EXAMPLE: "after Rembrandt" validates as "Rembrandt." Adjust the IGNORE_PEOPLE_TERMS to force qualifiers to be used as part of the validation. EXAMPLE: "after Rembrandt" validates as "after Rembrandt."

Place Made / Place Collected Terms

The Place Made and Place Collected fields do not have traditional Pop-Up Lists. Instead, the Places Browser is connected to these fields. The Places Browser references the terms entered in the Places Authority. Detailed instructions for using the Place Browser are in the *Place Browser* section of the *Data Entry Tools* chapter of this manual.

You can control the format of the place collected or place made string by adjusting the PLACE_LEVEL entry in the System Module. Changing this value enables you to define the order of the data. For example, Country: Region, City would build a value of Canada: Ontario, Ottawa.

Measurements

Three-dimensional measurements and weight are entered in the Measurement Flexi-Fields.

Enter One Set of Measurements for Mimsy XG to Convert

Mimsy XG stores one set of measurements as the "measured" set and uses this to create a read-only view of "converted" measurements. Both sets of measurements are available in the Measurement Flexi-Fields. The measured set is always entered in the first series of Measurement columns.

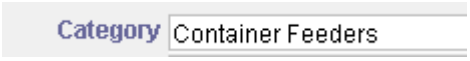
Part Measured	Draft	Draft Unit	Length Overall
overall	10.4	ft	100.25

"Measured" Measurements

The converted set of measurements appears in the second series of Measurement fields. Managing information about measurements in this manner prevents confusion about which series of measurements was actually taken of the object.

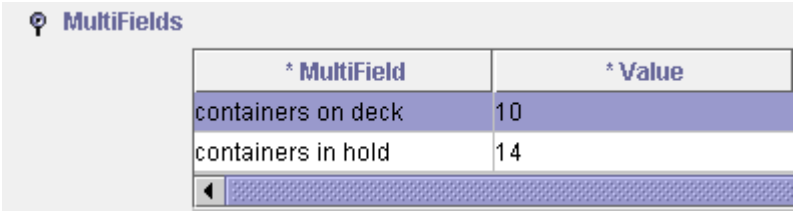
Multi-Fields

Multi-Fields are user-definable fields that are displayed when a specific term is entered into the Category field. For example, with Container Feeders, you may want to record the number of containers in the hold and on the deck. In this case, your System Administrator would create 2 Multi-Fields for the Category of "Container Feeders."



Category Field

If a user entered "Container Feeders" in the Category field, two rows would display in the Multi-Fields Flexi-Fields.



Multi-Field Values

You can create as many Multi-Fields in the system as you want. To create Multi-Fields, ask your System Administrator to modify the CATEGORY1 setting for the Vessels table in the Row Defaults section of the System Module.

Physical Descriptors (Flexi-Fields under Materials)

Physical descriptors identify how a material, support, or technique applies to a specific portion of the Vessel. The descriptors (what facet is being described) and the terms (the value of the descriptor) are pre-configured in the System Module. For example, if the top of a box is inlaid with ivory and the sides are made of mahogany, there would be two physical descriptor entries in the Flexi-fields.

You can create as many Physical Descriptors in the system as you want. To create Physical Descriptors, ask your System Administrator to modify the configuration for the Vessels Physical Descriptors table in the Row Defaults section of the System Module.

Creating A Record Hierarchy

The Whole/Part Flexi-Fields are used to create multiple-level hierarchical relationships between Vessel records in your database. Instructions for creating a record hierarchy are detailed in the *Record Hierarchy* chapter.

Auto-Generated Vessel ID Sorts

When a Vessel ID Number is entered in Mimsy XG, Mimsy XG automatically analyzes its structure and "parses" it into the Vessel ID Number Sort fields. Sort fields are needed since computers do not recognize most Vessel ID Numbers as "true" numbers (because they may have multiple decimals, dashes, and slashes). For example, if a computer tries to sort the following Vessel ID Numbers, the list appear as follows:

- 1988.1
- 1988.10
- 1988.2

If records are sorted on the Vessel ID Sorts, the Vessel ID Numbers will display in the "correct" order.

- 1988.1
- 1988.2
- 1988.10

If your museum has a specialized numbering system, we recommend double-checking the Vessel ID Sort parsing and modifying the sorts by hand if necessary.

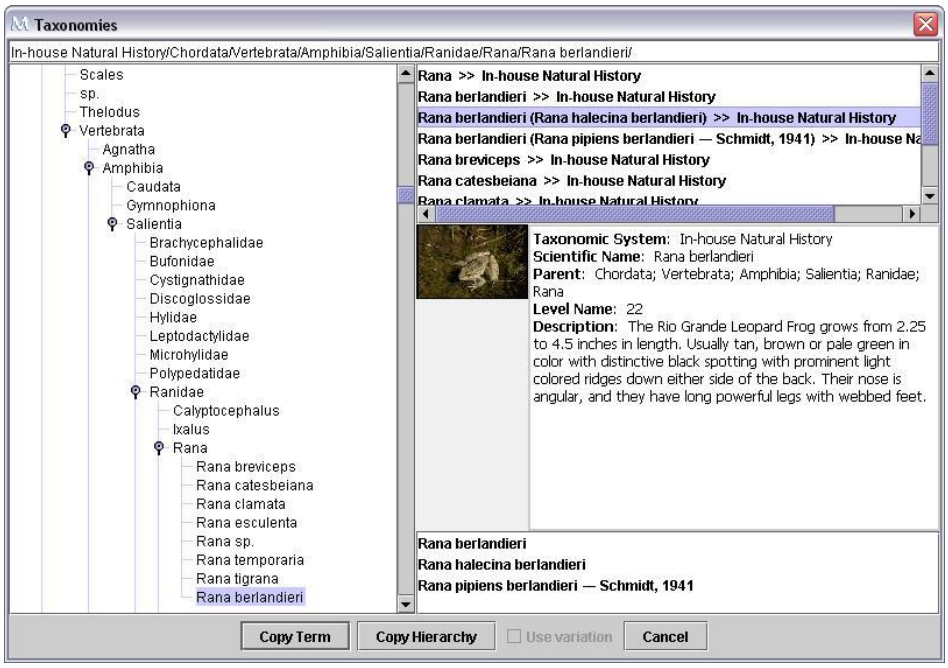
Vessels Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Vessel, Category, and Vessel Name. To adjust these values, ask your System Administrator to modify the System Settings for the VESSELS table and check / uncheck the Info Field flags for the corresponding fields.

Taxonomy

The Taxonomy Authority holds biological information about living organisms. It may be used in combination with the Thesaurus Authority, or as a stand-alone Authority. The Taxonomy Authority is a hierarchical Authority and designed to hold multiple taxonomic systems.

The Taxonomy Authority records are used to create the Taxonomy Hierarchy Browser. The Taxonomy Hierarchy Browser is discussed in detail in the *Data Entry Tools* chapter of this manual.



Taxonomy Browser Created From Taxonomy Authority Records

Managing Multiple Taxonomic Thesauri

The number of Taxa and the levels in each Taxonomy system are defined in the System Module. If you plan to create your own Taxonomy Authority or load an existing system, you must configure these values before beginning data entry.

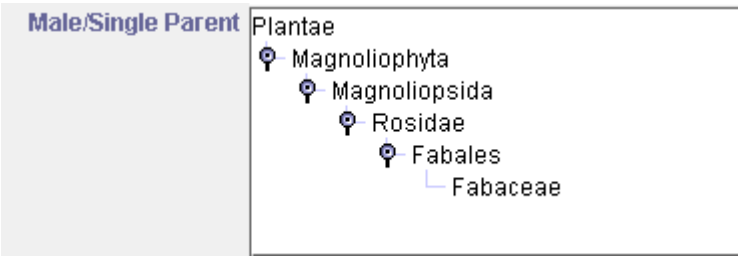
Term Parents

There are two "Parent" fields in the Taxonomy Authority. The Male / Single Parent and Female / Second Parent fields link the current record to two separate Taxonomy Authority records. One or both of these fields may be used for linking. One field represents the "father" and the other represents the "mother."

For sites that do NOT want to create explicit links to a broader Taxonomy Authority record, data about parents may be entered in the Parent (Unlinked) field.

Linking Broader Taxonomic Terms

Linking a Taxonomy term to a broader scientific classification automatically relates all of the records attached at higher levels of the hierarchy.



Broader Parent Term

Although users can click the levers to expand and collapse the levels in the hierarchy, these fields may only be modified using the Taxonomy Browser. If a user is on a record and opens or closes a level, the levels will display as entered the next time the record is displayed.

There are two methods for creating links to broader terms: using the Taxonomy Browser and entering an exact Taxonomy term. Detailed instructions for using the Taxonomy Browser are provided in the *Taxonomy Browser* section of the *Data Entry Tools Chapter*.

To link a broader Taxonomy Term by using the Taxonomy Browser:

- Click (or TAB) into the corresponding Parent Field.
- Press ENTER to open a Pop-Up Window and enter the exact broader Taxonomic Classification. Click OK.

  OR

- Select Tools, Hierarchy Browsers, Taxonomy Browser from the menu (or press F9) to open the Taxonomy Browser.
- Navigate through the terms in the Taxonomy Browser.
- Click on the appropriate term.
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY Buttons link the term and its related terms to the current record. The System Administrator controls the display format for the Term field (term only or term, plus hierarchy) and regardless of which button pressed, the terms appear in the default format the next time the fields are accessed.

To break a link to a Broader Taxonomic Term:

- Click (or TAB) into the corresponding Parent field.
- Hit the DELETE key on your keyboard.
- Select File, Save (or press F10).
- Refresh the record (Record, Refresh Record or press F5).

Once the record is refreshed, the hierarchy will reflect the changed link.

Level and Level Name

To support hierarchies where certain levels may be empty, the Level and Level Name fields accept manual data entry only. We recommend entering a descriptor such as GENUS or VARIETY as needed.

Taxonomy Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Scientific Name, Common Name, and Level Name. To adjust these values, ask your System Administrator to modify the System Settings

for the TAXONOMY table and check / uncheck the Info Field flags for the corresponding fields.

Thesaurus Authority

Mimsy XG's Thesaurus has been set up in compliance with the American National Standards Institute (ANSI) guidelines for thesauri. Furthermore, it has been structured as a multi-lingual thesaurus and can store foreign language equivalents for any term.

Managing Multiple Thesauri

The number of Thesauri and the levels in each Thesaurus are defined in the System Module. If you plan to create your own Thesaurus or load an existing Thesaurus, you must configure these values before beginning data entry.

Linking Broader Terms

Linking a Thesaurus term to a Broader Term automatically relates all of the records attached at higher levels of the hierarchy. There are two methods for creating links to broader terms: using the Thesaurus Browser and entering an exact term. Detailed instructions for using the Thesaurus Browser are provided in the *Thesaurus Browser* section of the *Data Entry Tools Chapter*.

To link a Broader Term by using the Thesaurus Browser:

- Click (or TAB) into the Broader Term Field.
- Press ENTER to open a Pop-Up Field to type the Broader Classification Term. Click OK.

  OR
- Select Tools, Hierarchy Browsers, Thesaurus Browser from the menu (or press F9) to open the Thesaurus Browser.
- Navigate through the terms in the Thesaurus Browser.
- Click on the appropriate term.
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY buttons link the term and its related terms to the current record. The System Administrator controls the display format for the Term field (term only or term, plus hierarchy) and regardless of which button pressed, the terms appear in the default format the next time the fields are accessed.

To break a link to a Broader Term:

- Click (or TAB) into the Broader Term Field.
- Hit the DELETE key on your keyboard.
- Select File, Save (or press F10).
- Refresh the record (Record, Refresh Record or press F5).

Once the record is refreshed, the hierarchy will reflect the changed link.

Terms Changing Over Time

Occasionally terms in the Thesaurus are modified or a new preferred term is chosen.

If you manually change a term from a published Thesaurus (like the AAT), be sure to click the Modified? flag field. Modifications to the record may be recorded in the History field. Records whose Modified flag fields are checked will not be overwritten when newer versions of the AAT are loaded into Mimsy XG.

Should you wish to replace a preferred term in the AAT on your own, please contact The Selago Design Help Desk. There are several options available to you and a support staff member will be happy to assist you in selecting the one most appropriate for your needs.

Duplicate Terms

The Thesaurus Authority accepts duplicate terms. If a duplicate term is entered, Mimsy XG displays a message alerting the user to the fact.

To stop data entry and delete the newest record:

- Click YES.

To continue data entry on the new record with the same term:

- Click NO.

Thesaurus Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to System, Term, and Source. To adjust these values, ask your System Administrator to modify the System Settings for the THESAURUS table and check / uncheck the Info Field flags for the corresponding fields

Chapter 5 - Digital Files

Digital files may be integrated into every area of Mimsy XG. Link images to objects, documents to exhibitions, or sound files to the Thesaurus.

In this chapter you will learn how to:

Determine How Many Images You Need
Review Compatible File Formats
Learn How and Where to Create Media Authority Records

Digital file usage varies from institution to institution. This chapter is a brief introduction to some of the issues to consider when determining how and where to use images, audio, video and documents. You may wish to contact other museums that have already begun working with digital files for some practical advice on how to proceed with your own digital file projects.

Digital Files

Before beginning to use digital files in Mimsy XG, it may be helpful to consider the following.

How Many Images Do I Need?

The size and number of digital images varies from museum to museum. Some sites may capture a single digital file for each image; others may create five different sizes of the same image. The number of images you create and attach to Mimsy XG records depends on how you wish to use them in the system. At a minimum, we recommend having one thumbnail that is approximately 180 x 180 or 220 x 200 and captured at 72dpi. Having a small thumbnail is especially useful for reporting.

One Image

A single full-size image may be used as both the "thumbnail" in the Media Panel and the larger size image. When an image is attached to a record, Mimsy XG automatically auto-sizes the display to fit the image in the window. Please note this auto-sizing is for display only – a thumbnail size image is not actually created by the system. Using large images exclusively can require significant memory from a workstation and users may find the system slowdown inconvenient.

Multiple Images

Some sites save images in multiple sizes and resolutions. Creating multiple sizes of the same image enables users link smaller images (thumbnails) to larger images (full-size) so that clicking on the current image displays the next largest version. Using multiple versions of the same image provides greater control over the quality and resolution of images displayed within Mimsy XG. It is also useful to have smaller images to print on reports and forms and use for the web.

Can I Just Use a Large File and Have it Display as the Thumbnail?

We do not recommend using a single large file as the primary image for an object. Large files require more memory display and increase record retrieval and Media Viewer display speeds. In addition, while Mimsy XG does compress images for display in the Media Panel, Crystal Reports does not have the same capabilities and you may encounter degradation of the image display.

What Image File Formats Should I Use?

Mimsy XG displays images in most standard image formats including BMP, JPEG, and TIFF. Image format and size vary greatly depending on the needs of each museum, so it may help to identify where you want to use your images (web only, Mimsy only, both, etc.)

By default, Mimsy XG uses the image tools integrated with the software, but this can be overridden to use a specified image viewer on a per-format basis.

How Do I Open Audio, Video, and Document Files?

Applications used to open digital audio, video, and documents are defined by the file extensions associated with applications on your workstation. For example, on some workstations, rtf extensions may open in Microsoft Word and other others may open in Corel.

Where Are Digital Files Stored?

Digital files are not embedded in the Mimsy XG database. Instead, Mimsy XG stores pathnames for the location of the files. When a user accesses the file, Mimsy XG loads the file and opens it using a default viewer or player.

We strongly recommend that as part of your Mimsy XG implementation, you identify a common area on the network where all digital files will be stored.

NOTE: if you store digital files on a server and move the files to a new server (or change file or folder name), you must update the data in Mimsy XG or the links to the files will be broken. As an alternative, you may use URLs to identify where files are located.

Media Authority Features

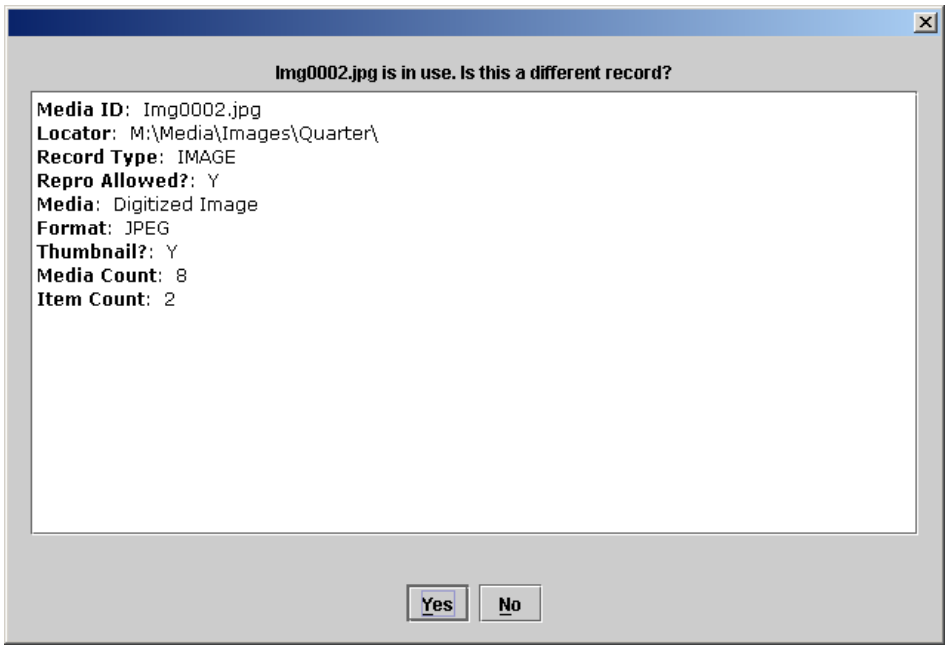
The Media Authority has the same identifying information and duplication rules as the other Authorities.

Media Identifying Info

The three fields displayed under the Information Flexi-Field may be configured on-site. At the time of installation, the fields are set to Media ID, Locator, and Format. To adjust these values, ask your System Administrator to modify the System Settings for the Media table and check / uncheck the Info Field flags for the corresponding fields.

Duplicate Media ID Numbers

Each Media Authority record in Mimsy XG must have a unique combination of Media ID and Location, or the record cannot be saved. When entering a new Media Authority record, Mimsy XG automatically compares the new Media ID Number and Location to the existing records in the database. If there is a conflict (Media ID Number already assigned to a file in the same location), Mimsy XG displays a message alerting the user to the problem.



Duplicate Media ID Alert Message

To stop data entry and delete the newest record:

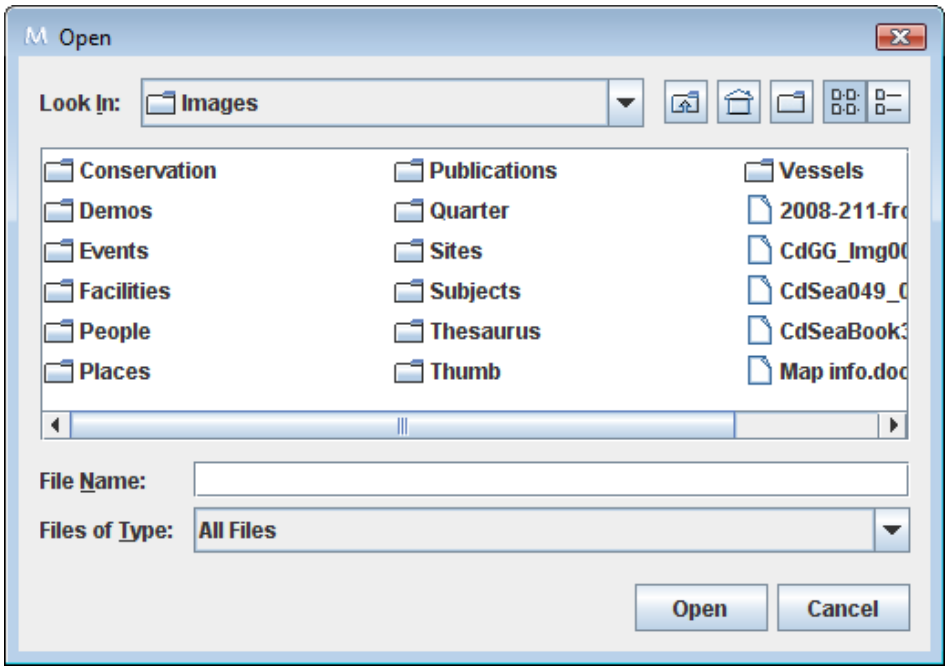
- Click YES.

To continue data entry on the new record with the same Media ID:

- Click NO.

Filename (Media ID) and Locator

The Media ID is the name of the digital file. Accessing the Pop-Up List in the Media ID field opens a file browser. Navigating to the file and clicking Open enters the filename in the Media ID field and copies the location of the file to the Locator field.



File Browser

Record Type Radio Buttons

All records must have Record Type value. It is a required field. The button selected determines which of the Media Type icons is activated in the Media Panel when the Media Authority record is linked to other areas of Mimsy XG.



Media Record Type

Audio activates the Audio icon, Document activates the Document icon, Image Activates the Image icon, and Video activates the Video icon. Replica and Other do not activate any icons in the Media Panel.

Identifying Thumbnails

The Thumbnail flag controls whether an image is displayed in the Media Panel when it is associated with a record. If this flag is not checked, the image will not display in the system. Checking the flag does not indicate the image is thumbnail sized, only that it is used for thumbnail display purposes.

If the image is a "thumbnail," click the Thumbnail flag field.

Larger File

The Larger File field is used to connect multiple scans of the same image and to present a visual display of the file hierarchy. Connecting images in a hierarchy enables users to click on an image and access a larger version of the file.

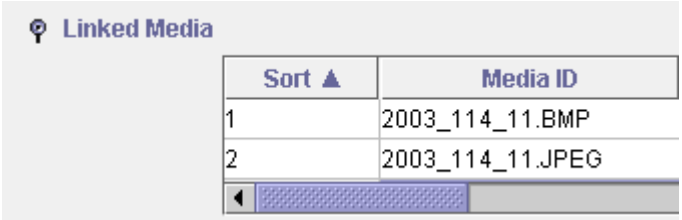


Larger File Field

For instructions on creating this link, please see the *Linking Thumbnails to Larger Files* section of this chapter.

Identifying a "Primary" Image

When you drag and drop image files on the Media Panel, Mimsy XG assumes that the newest digital image "dropped in" is the primary image for the record. The image order is recorded in the Sort field in the Linked Media Flexi-Fields.



Linked Media Flexi-Fields

After a new primary image is added, Mimsy XG automatically adjusts the Sort value for the existing images.

To adjust (or view) image display order:

- Move to the corresponding Activity or Authority and open the Linked Media Flexi-Fields.

  OR

- Move to the Media Authority and open the corresponding Linked Authority Flexi-Fields.
- Edit the Sort values to change the image display order.
- Select File, Save (or press F10).

Media Activity Flexi Fields (Read-Only)

The Media Authority contains the following Activity to Media Flexi-Fields:

- Linked Audits
- Linked Actions
- Linked Condition
- Linked Conservation
- Linked Damage
- Linked Dispatch
- Linked Disposals
- Linked Entry
- Linked Exhibition
- Linked Hazards
- Linked Insurance
- Linked Loans
- Linked Location
- Linked Loss

- Linked Reproduction Request

At the present time, links between Activities and Media may only be made from the Activity records. Linked Activity flexi-fields are displayed in the Media Authority in order to see the individual activity links to specific media. You may delete links between Activities and Media from the Media Authority.

Creating Media Authority Records for Digital Media

There are several ways to enter Media data and create links to the Media Authority:

- Dragging and Dropping files onto the Media Panel.
- Creating Records in the Media Authority.
- Using Excel Spreadsheets with the Media Import Utility.

Regardless of how the Media Authority and related links are created, once the record exists, moving the files or renaming any file folders alters the link and the files no longer display.

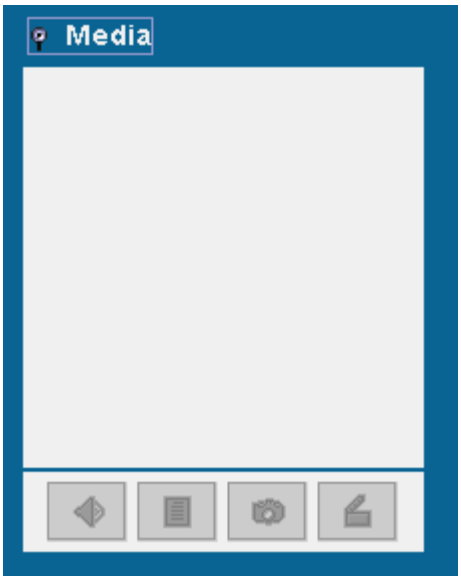
Drag and Drop Files to Automatically Create New Records

When you drag a file to the Media Panel, Mimsy XG automatically checks to see if the file already exists in the Media Authority. If no matching filename and file location is found, Mimsy XG creates a new Media Authority record for the digital file. The Media ID, Location, and File Type are automatically entered and a link between the file and the current Mimsy XG record is created. If there is already a matching filename and file location, no new record is created; instead, a link to the existing Media Authority record is added.

HINT: You can drag and drop multiple images onto the Media Panel at one time.

To link any type of digital file using “drag and drop”:

- Open Windows Explorer (or any other program that allows you to navigate to the files on your computer and / or network).
- Click on the related file.
- Hold the left mouse button down.
- Drag the file to the Media Panel.



Media Panel

- Release the mouse button.
- The corresponding Media Type icon activates. If the file is an image, it also displays in the Media Panel.



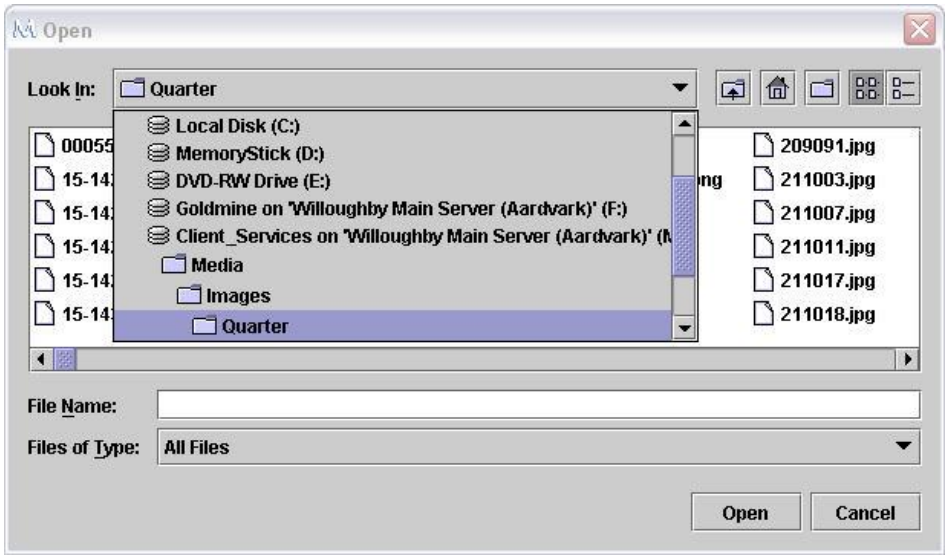
Media Panel with Image Icon

Create New Record from Within the Media Authority

Adding records from the Media Authority is recommended if you have a limited number of Media files to create and attach. The steps followed to create records vary depending on whether you are cataloguing digital files or analog media.

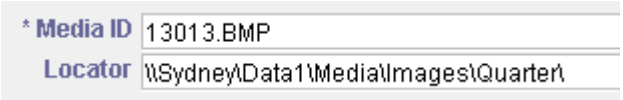
To Create a Media Authority Record for Digital Files:

- Create a new record (Select Record, Create Record from the menu or press F6).
- TAB or click in the Media ID field.
- Select Field, Pop-Up List from the menu (or press F9).
- The File Browser Window displays.



File Browser Window

- Navigate to the appropriate file.
- Click the OPEN Button.
- Mimsy XG automatically copies the filename into the Media ID field and the file location into the Location field.



Auto-Inserted Media Data

- NOTE: if you are describing text, audio, or video materials, be sure to complete the Format field.

Creating a record in the Media Authority does not create any links to other areas of the system. Links to Activities must be made from the corresponding Activity; however, links to other Authorities may be made from any Authority.

Upload New Records Using the Media Import Utility

If you are processing significant numbers of media files, it may be most efficient to use the Media Import Utility. The Media Import Utility uploads data from Excel directly into Mimsy XG. Links between the Media files and Mimsy XG records are created as part of the import process. Information about using the Media Import Utility is available from the Selago Design Help Desk.

Linking Thumbnails to Larger Images

For museums that capture multiple sizes of the same image, links between the thumbnail and larger images must be made in the Media Authority. Create a record for the largest image first (either by dragging and dropping the larger file or by explicitly creating the record), and then continue creating records for each of the smaller images.

To link a smaller image to the next largest version:

- Confirm that a Media Authority record for the Larger File exists. If it does not, go to the Media Authority. Select Record, Create Record. Drag the media file onto the Media Panel in the Media Authority.
- Query for the record for the smaller media file.
- Click in the Larger File field.
- Press ENTER. Type the path to the larger file.

  OR

- Select Field, Pop-Up List from the menu (or press F9). Navigate to the larger image and click OK.

Linking the images in this manner activates the link between the files so that clicking on the current image displays the next largest version.

Delete (Break) Link Between Media Files

To "break" a link between two Media Authority Records:

- Click in the Larger File field.
- Press the DELETE key (not SHIFT+F6).
- Save.
- Refresh.

Media in Activities

Images, Audio, Video, and documents may be attached to individual Activity records. This option is especially helpful if there are images taken of a particular treatment or if there are installation instructions associated with a particular exhibition. NOTE: Media attached in this manner displays for a specific Activity record and will only display when the user is in that Activity with a particular Activity record open (i.e. a conservation treatment on 2001-09-15). Media attached in this manner does NOT display in the Objects Authority.

Link Media to an Object Specific Activity Record

To attach media to the Object record while in the Activity:

- Click in the child section.
- Open Windows Explorer or File Manager.
- Click on file.

- Hold down mouse button.
- Drag media onto the Media Panel.
- Release mouse.

OR

- Open the Linked Media Flexi Field.
- Click in a row.
- Select Record, Create Flexi Record.
- Enter the Media ID.
- Save.

If there are multiple images of an activity, use the Sort field in the Media Flexi-Fields to specify the image order.

Link Media to Transaction Activity Record
To attach media to a Transaction Activity Record:

- Determine whether the digital file should be linked to the Parent (overall activity) or Child (object) section of the record.
- Click in the appropriate section of the record.
- Open Windows Explorer or File Manager.
- Click on file.
- Hold down mouse button.
- Drag media onto the Media Panel.
- Release mouse.

OR

- Open the Linked Media Flexi Field.
- Click in a row.
- Select Record, Create Flexi Record.
- Enter the Media ID.
- Save.

If you inadvertently attach Media to the wrong section of the record, opening the Linked Media Flexi Field and deleting the row that contains the digital file name removes the link.

Media in Authorities

Every Authority may be linked to the Media Authority.

To link an Authority record to the Media Authority:

- Click in any field in the Parent section of the record.

- Open Windows Explorer or File Manager.
- Click on file.
- Hold down left mouse button.
- Drag media onto the Media Panel.
- Release mouse.

OR

- If you are in any Authority other than the Media Authority, open the Linked Media Flexi-Fields.
- Click (or TAB) into the Media ID Field.
- Select Record, Create Flexi Record (or press F6 or F12).
- Select Field, Pop-Up List from the menu (or press F9) for a list of existing Media Authority records.
- Select a Media ID from the list.

OR

- If you are in the Media Authority, open the corresponding Linked Authority Flexi-Fields.
- Click (or TAB) into the first column.
- Select Record, Create Flexi Record (or press F6 or F12).
- Select Field, Pop-Up List from the menu (or press F9) for a list of existing Authority records.
- Select the related Authority from the list.

Chapter 6 - Linking Authority Records

Authorities manage a lot of content: who, what, when, where, and why. On its own, this information is educational and excellent for reference purposes; additionally, when the data is connected, visitors and researchers can see and explore the collection in new and different ways.

In this chapter you will learn how to:

Build Content by Linking Records
Connect Digital Media to Records

Each Authority record may be linked to other Authority records. The number of links you may create is unlimited.

Link Validation

When you create a link to an Authority record, Mimsy XG checks to see if that Authority record already exists. As part of this validation process, one of three actions will occur.

Exact Match

If there is only 1 matching record:

- Mimsy XG links the two records to each other automatically. No messages display and the user may continue to enter data in the rest of the record.

Multiple Matches

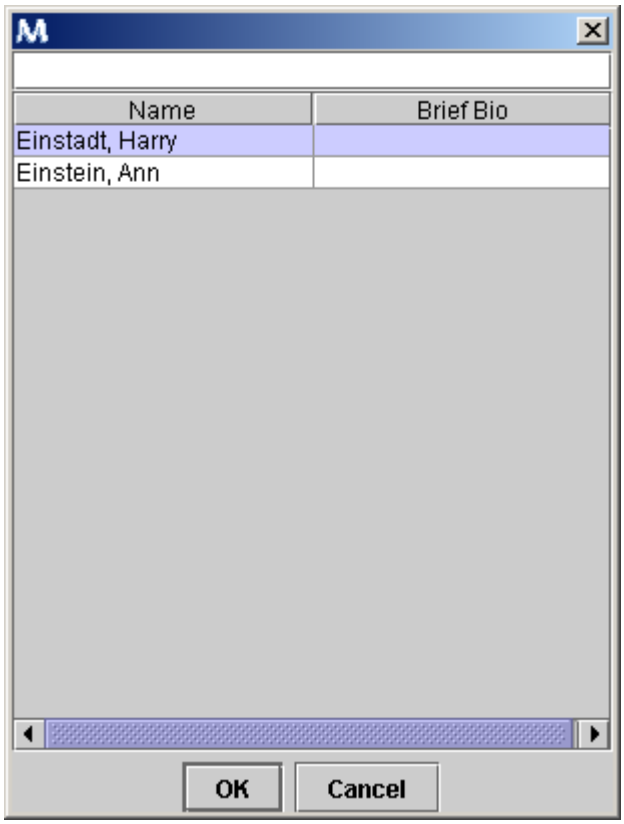
If there are multiple matching records:

- Mimsy XG displays a list of the matching values. You will select a match from the list.

No Match

If there is no matching record, Mimsy XG uses the first 3 characters entered to look for close matches.

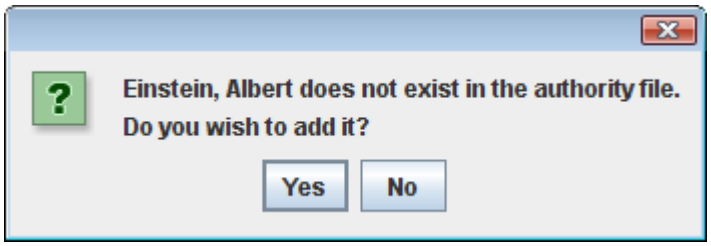
After you click OK to acknowledge the message, Mimsy XG displays a Pop-Up List of values or a Browser with hierarchical data listing any records where the first 3 characters are the same as the entry you have entered. If there are no "near matches," a message reading, "The List contains no entries" displays.



Validation Matches

This list of close matches is displayed in order for the user to verify that the value has not been mistyped or exists in a slightly different format (i.e. last name with initials). If the value is truly not in the list, click CANCEL to indicate that the term is not one of the ones listed.

If the validation process has not yielded a match at this point and you are not linking to a hierarchical Authority, Mimsy XG prompts you to create a new Authority record.



Create New Authority Prompt

If you click NO, Mimsy XG returns you to the field where you must delete what you had entered and add a different value (or leave the field blank). For validation fields, you cannot enter a value in a field without a corresponding record in the Authority.

If you are linking to a hierarchical Authority (Thesaurus, Taxonomy, or Place), the only way to create a link is to exit the current record, add the Authority term, then return to your record and create the link.

For links to the People Authority, there are 2 additional prompts: is this record for an individual and would you like to add an address.

Link to Objects Authority

All Authorities have Linked Objects Fields. This is the only section of a record where links to the Objects Authority are created.

To link a record to the Objects Authority:

- Click the Linked Objects field tag.
- Type an ID Number.

  OR
- If known, enter a partial ID Number with wildcards. Highlight the string.
  - Select Field, Pop-Up List from the menu (or press F9).
  - Select an ID Number from the list.

Link to Events

All Authorities have Linked Events Fields. This is the only section of a record where links to the Event Authority are created.

To link a record to the Event Authority:

- Click the Linked Events field tag.
- Select Field, Pop-Up List from the menu (or press F9) for a list of existing events.
- Select an Event from the list.

Link to Facilities

Each Authority contains a Linked Facilities section where you can link Facilities to the Authority record. Facilities are physical buildings related to a record.

The Linked Facilities Flexi-Fields are the only fields where you are able to create explicit links to a Facilities Authority record. Creating a link to the Facilities Authority enables users to search on broader locations and retrieve any records linked to narrower buildings. For example, searching for the broader term "Gallery A" returns records linked to narrower terms such as "West Wall" and "East Wall."

To link to an existing Facility:

- Open the Linked Facilities Flexi-Fields.
- Click (or TAB) into the Facility Field.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Type the name of the Facility.

  OR
- Select Tools, Hierarchy Browser, Facility Browser (or press F9).
- Navigate through the terms in the Facility Browser.
- Click on the appropriate facility term.
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY Buttons link the facility and its broader buildings to the current record. The System Administrator controls the display format for the Facility field (facility term only or term, plus hierarchy) and regardless of which button pressed, the value appears in the default format the next time the fields are accessed.

Additional instructions for using the Facility Browser are provided in the *Facility Browser* section of the *Data Entry Tools* chapter.

Link to Media

All Authorities and Activities may be linked to the Media Authority. There are two ways to create links to the Media Authority: dragging the linked files to the Media Panel or creating a link through the Linked Media Flexi-Fields. Once a link is made, moving the media files or renaming any file folders breaks the link and the files no longer display.

Link Media Using Drag and Drop

Digital images, audio, video, and documents may be linked directly to the Authorities by dragging the related file from Windows Explorer and dropping it into the Media Panel.

To link any type of digital file using "drag and drop":

- Open Windows Explorer (or any other program that allows you to navigate to the files on your computer and / or network).
- Click on the related file.
- Hold the left mouse button down.
- Drag the file to the Media Panel.
- Release the mouse button.

NOTE: This also creates a Media Authority for the related file if the file does not already exist in the Authority. For more information on digital files in the Media Authority, refer to the *Digital Files* chapter.

Link Media Using Linked Media Flexi-Fields

All Authorities and Activities have Linked Media Flexi-Fields.

To link a record to the Media Authority:

- Open the Linked Media Flexi-Fields.
- Select Record, Create Flexi Record (or press F6 or F12).
- Click (or TAB) into the Media ID Field.
- Type the filename.

  OR
- Select Field, Pop-Up List from the menu (or press F9) for a list of existing Media Authority records.
- Select a Media ID from the list.

Links between Media and Activities must be made from the individual Activities. The Linked Activity flexi fields in the Media Authority are read-only.

Link to People

All Authorities have Linked People Fields. For most Authorities, this is the only section of a record where links to the People Authority are created. In the Objects Authority, links to the People Authority may also be made in the Maker Flexi-Fields and Collector Flexi-Fields.

- Click the Linked People Flexi-Fields.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Type the name

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of existing people.
- Select a name from the list.

Link to Places

There are several areas of Mimsy XG that may be explicitly linked to the Places Authority.

- In the Objects Authority, the Place Collected Flexi-Fields may be linked to the Places Authority.
- In the Objects Authority, the Place Made Flexi-Fields may be linked to the Places Authority.
- In each Authority (Objects, Events, Facilities, Media, People, Sites, Subjects, Species, Thesaurus, and Vessels), the Linked Places Flexi-Fields may be linked to the Places Authority.

Creating a link to the Places Authority enables users to search on broader place terms and retrieve any records linked to narrower geographic areas. For example, searching for the place term "Canada" returns records linked to provinces such as "Alberta" and "Ontario."

To create a link to the Places Authority:

- Open one of the Flexi-Fields with links to the Places Authority.
- Click (or TAB) into the Place Field.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Enter the Place Name.

  OR

- Select Tools, Hierarchy Browsers, Places Browser from the menu (or press F9).
- Navigate through the terms in the Places Browser.
- Click on the appropriate place term.
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY Buttons link the place and its broader places to the current record. The System Administrator controls the display format for the Place field (place term only or term, plus hierarchy) and regardless of which button pressed, the places appear in the default format the next time the fields are accessed.

Detailed instructions for using the Places Browser are provided in the *Places Browser* section of the *Data Entry Tools Chapter*.

Link to Publications

All Authorities have Linked Publications Fields. This is the only section of a record where links to the Publications Authority are created.

- Click the Linked Publications field tag.

- Select Record, Create Flexi Record (or press F6 or press F12).
- Select Field, Pop-Up List from the menu (or press F9) for a list of existing publications.
- Select a publication title from the list.

Link to Sites

Every Authority except for the Objects Authority contains Linked Sites Fields. In the Objects Authority, links to the Sites Authority are made in the Site Flexi-Fields. These are the only sections of a record where links to the Sites Authority are created.

To link the Sites Authority:

- Click the Linked Sites field tag.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Select Field, Pop-Up List from the menu (or press F9) for a list of Sites.
- Select a Site from the list.

Link to Subjects

Every Authority contains Linked Subjects Fields. This is the only section of a record where links to the Subjects Authority are created.

To link the Subjects Authority:

- Click the Linked Subjects field tag.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Select Field, Pop-Up List from the menu (or press F9) for a list of Subjects.
- Select a Subject from the list.

Link to Taxonomy

All Authorities have Linked Taxonomy Fields. This is the only section of a record where links to the Taxonomy Authority are created.

To create a link to Taxonomy:

- Open one of the Flexi-Fields with links to the Taxonomy Authority.
- Click (or TAB) into the Scientific Name Field.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Enter the taxonomic classification.

  OR

- Select Tools, Hierarchy Browsers, Taxonomy Browser (or press F9).

- Navigate through the terms in the Taxonomy Browser.
- Click on the appropriate taxonomy term.
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY Buttons link the taxonomy and its broader Taxonomy to the current record. The System Administrator controls the display format for the Taxonomy field (taxonomy term only or term, plus hierarchy) and regardless of which button pressed, the scientific names appear in the default format the next time the fields are accessed.

Detailed instructions for using the Taxonomy Browser are provided in the *Taxonomy Browser* section of the *Data Entry Tools Chapter*.

Link to Thesaurus

Each Authority contains a Linked Terms section that displays the Linked Terms Flexi-Fields.

The Linked Terms Flexi-Fields are the only fields where you are able to create explicit links to a Thesaurus Authority record. Creating a link to the Thesaurus Authority enables users to search on broader terms and retrieve any records linked to narrower terms. For example, searching for the broader term "glass" returns records linked to narrower terms such as "green glass" and "fiberglass."

To create a link to the Thesaurus:

- Open the Linked Terms Flexi-Fields.
- Click (or TAB) into the Term Field.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Type the classification term.

  OR

- Select Tools, Hierarchy Browsers, Thesaurus Browser from the menu.
- Navigate through the terms in the Thesaurus Browser.
- Click on the appropriate term.
- Click COPY TERM or COPY HIERARCHY.

Both the COPY TERM and COPY HIERARCHY Buttons link the term and its related terms to the current record. The System Administrator controls the display format for the Term field (term only or term, plus hierarchy) and regardless of which button pressed, the terms appear in the default format the next time the fields are accessed.

Detailed instructions for using the Thesaurus Browser are provided in the *Thesaurus Browser* section of the *Data Entry Tools Chapter*.

Link to Vessels Authority

All Authorities have Linked Vessels Fields. This is the only section of a record where links to the Vessels Authority are created.

To link the Vessels Authority:

- Click the Linked Vessels field tag.
- Select Record, Create Flexi Record (or press F6 or press F12).
- Select Field, Pop-Up List from the menu (or press F9) for a list of Vessels.
- Select a Vessel from the list.

Chapter 7 - Components, Accessories, & Related Objects

Records may be related to each other in many ways: some may be similar objects, others members of the same collection or set. Use Mimsy XG to establish relationships between records.

In this chapter you will learn how to:

Enter Unnumbered Components
Add Object Accessories
Create Record Hierarchies
Relate Objects

How components, accessories, and related objects are catalogued depends on institutional practice. What is considered an accessory at one museum may be catalogued as an object at another. There is no one "right" way to enter data. Input the information in a manner that supports the way you need to manage the collection.

Components

Components are any loose pieces of an object that do not receive their own ID Numbers. What is considered a "component" at one museum may be an accessioned object at another. The definition is flexible and should reflect the practices in use at your institution. Examples of components may be multiple pieces of a single sculpture, miniatures in a dollhouse, or beads on a necklace.

Condition, Location, & Value of Components

The location, condition, and conservation treatments associated with components may be recorded in the Activities.

Accessories

Accessories are items that are used for the display and transport of objects. An accessory may be affiliated with a specific object or may be used for the collection in general. Crates, display pedestals, cases, vitrines, and frames are often considered to be accessories.

Condition, Location, & Value of Accessories

The location, condition, and conservation treatments associated with accessories may be recorded in the Activities.

Related Objects

Relationships between objects may be interpretive or hierarchical. Interpretive relationships usually define how one object has been adapted from or is a version of another object. Hierarchical relationships specify how multiple objects are connected together to form larger units.

Interpretive Relationships

Interpretive relationships identify a conceptual similarity between distinct objects. They may include, but are not limited to, the following:

- 3 skeletons from the same species: 1 child, 1 adult male, and 1 adult female.
- A mold that is a maquette of a sculpture.
- Two paintings of the same landscape.

In cases such as these, you may wish to create an Objects Authority record for each object, then relate them using the Linked Objects Flexi-Fields.

Linked Objects

ID Number	Title/Name	Relationship
HR/1457	Alligator mississippiensis, skull	Adult Male
SPC.78.84	Alligator mississippiensis, skull	Adult Female

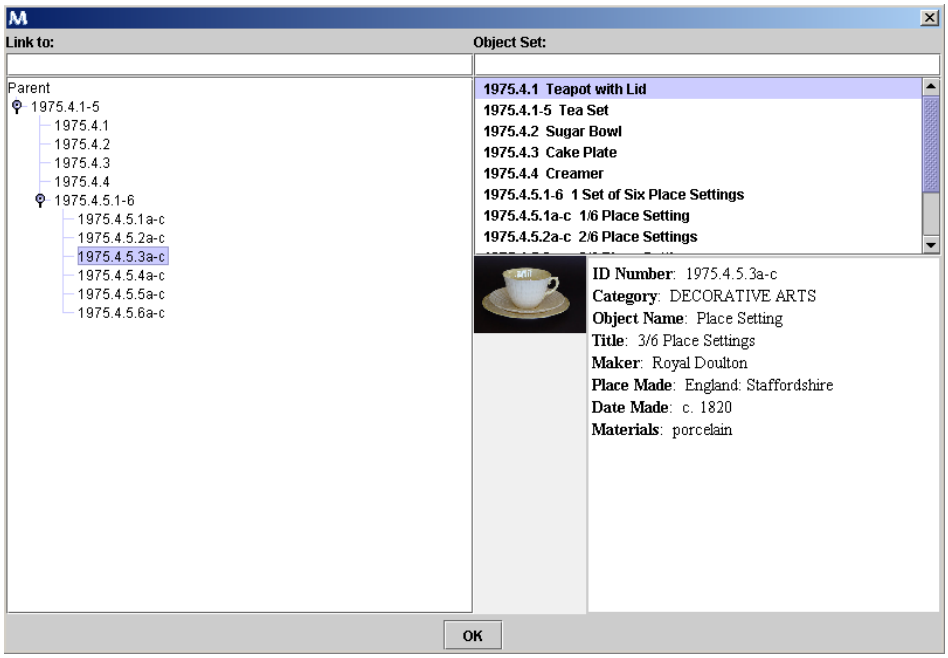
Interpretive Relationship Entered in Linked Objects

Hierarchical Relationships

Hierarchical relationships, also called record hierarchies, define unique units that make up a larger group. Examples of record hierarchies include the folders in a series, albums in a collection, or a tea service with several pieces.

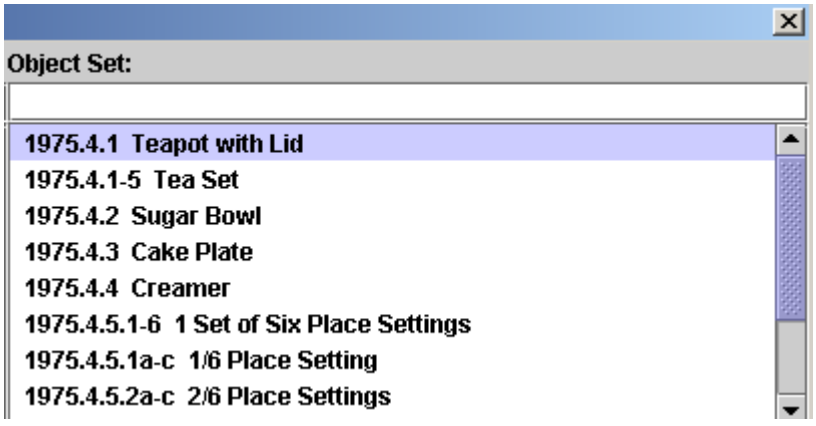
The tools for creating record hierarchies are accessed by opening the Record Hierarchy Browser (under the Whole / Part Flexi-Fields) in the Objects Authority.

The Record Hierarchy window has three sections.



Record Hierarchy

The left pane displays the entire record hierarchy. As you open and close the levers, the individual records at each level are displayed or hidden. When you click on an object number, the summary data for the object displays in the lower right pane. The upper left corner displays records that may be attached to the hierarchy.



Current Object Set

When the Record Hierarchy window opens, the Object Set pane displays the current query set from the Objects Authority. Mimsy XG assumes that if the window is opened, the user may want to attach new records. If you wish to attach a record that is not in the list, you may query for a different ID Number by clicking in the Object Set field.

Identify Hierarchical Elements

The first step in creating a record hierarchy is identifying how the elements combine to represent a larger group. Imagine that you wanted to create a hierarchical relationship for a tea service that has a teapot, sugar bowl, creamer, cake plate, and 6 place settings. Each place setting has a saucer, small cake plate, and teacup. The largest grouping is the entire service. It will be identified as 1975.4.1-5.



Entire Tea Service

NOTE: The definition of what constitutes a hierarchy and how elements are catalogued and numbered varies from museum to museum. The examples in this manual are intended to highlight functionality. The format of the ID Numbers and organization of the records are for illustration purposes only.

The service may be divided into 5 smaller groups: Teapot, Sugar Bowl, Cake Plate, Creamer, 1 Set of 6 Place Settings.



Teapot (1975.4.1)



Sugar Bowl (1975.4.2)



Cake Plate (1975.4.3)



Creamer (1975.4.4)



1 Set of 6 Place Settings (1975.4.5.1-5)

The 1 Set of 6 Place Settings may be divided into 6 smaller groups: 1/6 Place Setting, 2/6 Place Setting, 3/6 Place Setting, 4/6 Place Setting, 5/6 Place Setting, and 6/6 Place Setting. Some museums may wish to break this down even further and divide each individual place setting into 3 individual pieces: 1 teacup, 1 saucer, and 1 small cake plate.



1/6 Place Setting
1975.4.5.1a-c



2/6 Place Setting
1975.4.5.2a-c



3/6 Place Setting
1975.4.5.3a-c



4/6 Place Setting
1975.4.5.4a-c



5/6 Place Setting
1975.4.5.5a-c



6/6 Place Setting
1975.4.5.6a-c

Create the Objects Authority Records for Hierarchical Elements
After defining the levels of the hierarchy, create Objects Authority records for each grouping and / or individual object in the hierarchy. The Tea Service example yields 12 Objects Authority records.

Link the Records to a Hierarchy
If you are creating a hierarchy with more than two levels, establish the relationship of the records at the lowest level first, then proceed to the next level up in the hierarchy. The last level created will be the highest level in the hierarchy.

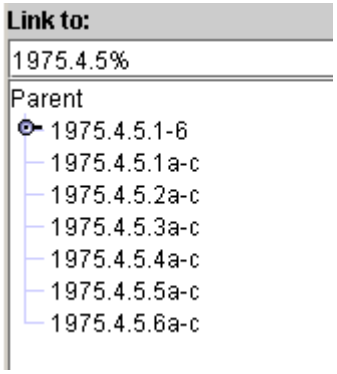
To link a record in a hierarchy:

- Click in the Link To field (left-side).



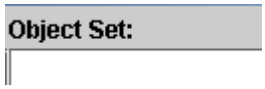
Link To Field

- Enter the ID Number of the broader record to which the smaller record(s) will be linked. You may enter a partial ID Number with a wildcard.
- Highlight the value in the Link to field.
- Press F8.
- The matching records display in the Parent Column.



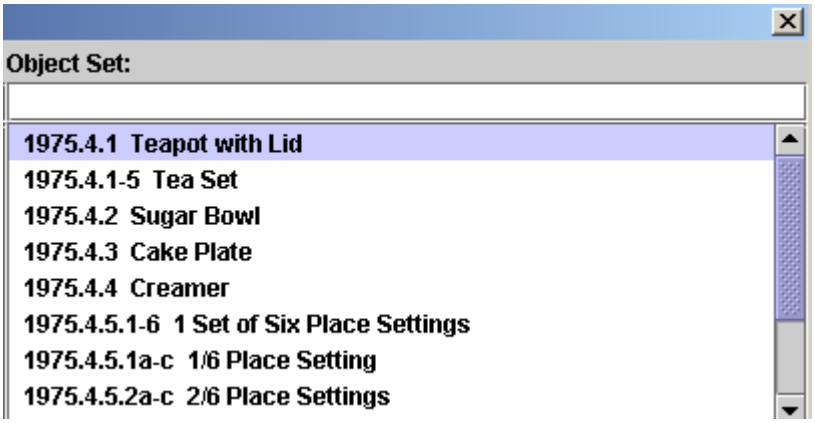
Parent Set

- Click in the Object Set field (right-side).



Object Set Field

- If the records to be linked are not already displayed (they were not on-screen when the Record Hierarchy window was opened), enter the ID Number of the record(s) to which the other record(s) will be linked. You may enter a partial ID Number with a wildcard. Highlight the value and press F8.
- The matching records display in the Object Column.



Current Object Set

- In the Object Column, click on the ID Number of the record you wish to link to the Parent. HINT: if you are attaching more than one object to a level, select multiple objects by holding the CTRL button while you click on each ID Number.
- Hold the mouse button down and drag the Object ID Number onto the Parent ID Number.
- Release the mouse button.
- A lever displays to the left of the Parent ID Number to indicate that the object has been attached.

After connecting the base level records to the master record, you are ready to continue building the hierarchy. You will repeat the linking procedure for the remaining levels. NOTE: you can only attach a record to one record in the hierarchy. If you try to link the object to multiple parents, a message displays reading "<X> is attached to <Y>. Update the record to link to new parent?" Click YES to link the object the current record or NO to leave the record attached to the existing record.

Navigate Between Linked Hierarchical Records

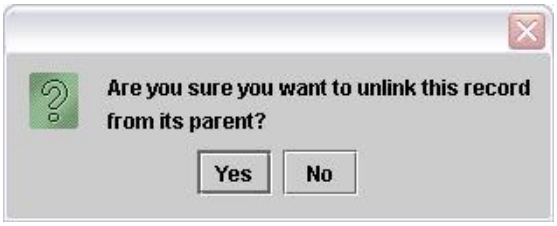
To delete a link to the hierarchy:

- Open the Whole / Part Window.
- In the details section (lower corner, right pane), double-click on the ID Number of the object to which you want to move.

Delete a Hierarchical Link

To delete a link to the hierarchy:

- Open the Whole / Part Window.
- Navigate to the object to be deleted.
- Click on the ID Number of the object to be deleted.
- Press SHIFT+F6.
- A delete message will appear.



Unlink Message

- Click YES.
- The link is deleted.

Chapter 8 - Groups

A Group is a set of records connected in some way that is defined by an individual user.

In this chapter you will learn how to:

Create Groups
Add / Delete Records to Groups
Use Group Manager
Access Group Menu Tools

Groups are extremely useful time-saving tools since they enable you to treat a set of records as a single unit. This feature allows users to process mass location changes, quickly link records to Activities and Authorities, and organize images.

Why Create a Group?

Groups are most often used to create lists. They also help you quickly access a set of records that might not be easily retrievable in a search, or a subset of records that you want to share for some reason (research, exhibition planning, loans, etc.) Groups may be made in each of the Authorities. They are also useful tools for running mass updates.

Public vs. Private

Groups can be "public" and shared with other Mimsy XG users or "private" and only available to the person who created the original group. If a group is private, other Mimsy XG users cannot see it (it doesn't appear when they log into the system). Groups may be changed from public to private and vice versa as needed.

Deleting Groups and Records from Groups

GROUP_MANAGER_ROLE_LIST is a list of roles whose members are allowed to delete groups and items from groups that are not their own.

Group Menu v. Group Manager

The Group Menu options and the Group Manager have the same functionality in that you can create lists of records and display records in those lists. If you have to run multiple searches to populate your group, the Group Menu may be most efficient. When building groups with the Group Menu, the group stays "open" while you run repeated searches and you may add individual records using Groups, Add, Add Item. If you simply want to add all of the records in your current search to a Group, the Group Manager may be simplest. Both methods may be used in combination with each other.

Clearing Records

When creating groups, there are times that you may want to add all of the records from a query except for a few. In this scenario, you can use the Clear Unmarked record function under the Groups menu to remove the records from the screen. Clearing a record removes it from a record set, but does NOT delete it from the database.

Clear Record from Form View

If you are on the main Mimsy XG forms and want to remove one of the records from the screen, use the Clear Record option.

- Click in an Anchor field.
- Select Record, Clear from the menu (or press SHIFT+F4).

Clear Record from Grid View

To remove a record from the screen:

- To the left of the first column in Grid View, there is a checkbox.
- Uncheck all records to clear from the set.
- Select Record, Clear Unmarked Records.

Just the Facts: Groups

Detailed instructions on creating a group occur in later sections of this chapter. Below are brief instructions to help get you started.

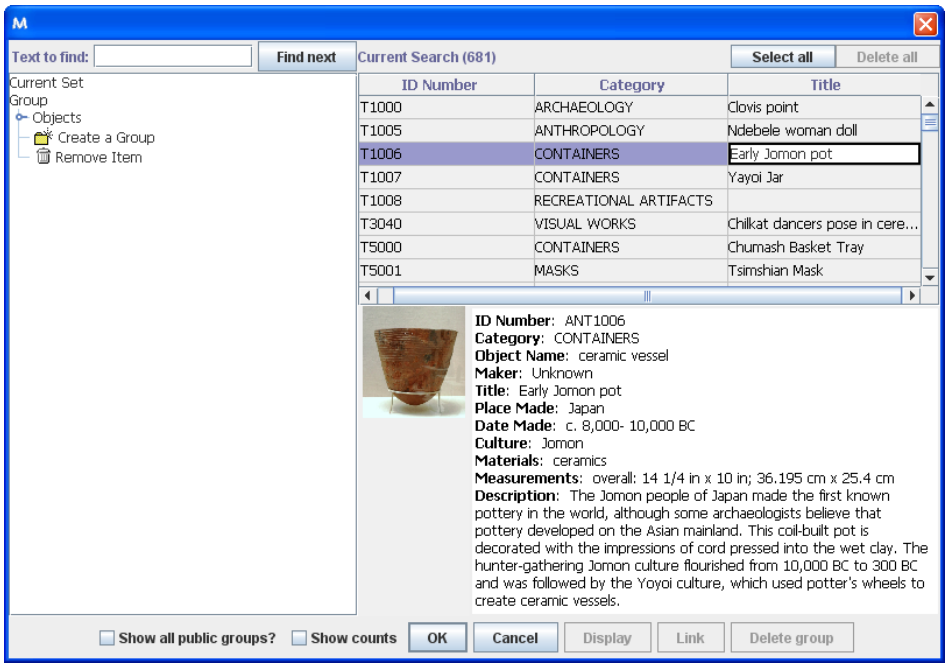
- Run a query.
- Select Groups, Group Manager.
- In the right panel, hold CTRL and click on the desired records (or click SELECT ALL).
- Drag the highlighted records onto the Create New Folder.
- The Group Naming windows displays.
- Enter the details about your group.

OR

- Run a query.
- Select Groups, Create a Group.
- Enter the details about your group.
- Select Groups, Add, Add Item or CTRL + F10 to add a record to your group.

Group Manager

The Group Manager is a visual tool to help you organize records.


Text to find:
Find next
Current Search (681)
Select all
Delete all
Current Set
Group
Objects
Create a Group
Remove Item
ID Number
Category
Title
T1000 ARCHAEOLOGY Clovis point
T1005 ANTHROPOLOGY Ndebele woman doll
T1006 CONTAINERS Early Jomon pot
T1007 CONTAINERS Yayoi Jar
T1008 RECREATIONAL ARTIFACTS
T3040 VISUAL WORKS Chilkat dancers pose in cere...
T5000 CONTAINERS Chumash Basket Tray
T5001 MASKS Tsimshian Mask
ID Number: ANT1006
Category: CONTAINERS
Object Name: ceramic vessel
Maker: Unknown
Title: Early Jomon pot
Place Made: Japan
Date Made: c. 8,000- 10,000 BC
Culture: Jomon
Materials: ceramics
Measurements: overall: 14 1/4 in x 10 in; 36.195 cm x 25.4 cm
Description: The Jomon people of Japan made the first known pottery in the world, although some archaeologists believe that pottery developed on the Asian mainland. This coil-built pot is decorated with the impressions of cord pressed into the wet clay. The hunter-gathering Jomon culture flourished from 10,000 BC to 300 BC and was followed by the Yoyoi culture, which used potter's wheels to create ceramic vessels.
Show all public groups?
Show counts
OK
Cancel
Display
Link
Delete group

Group Manager

To open the Group Manager:

- Press the Group Toolbar icon.

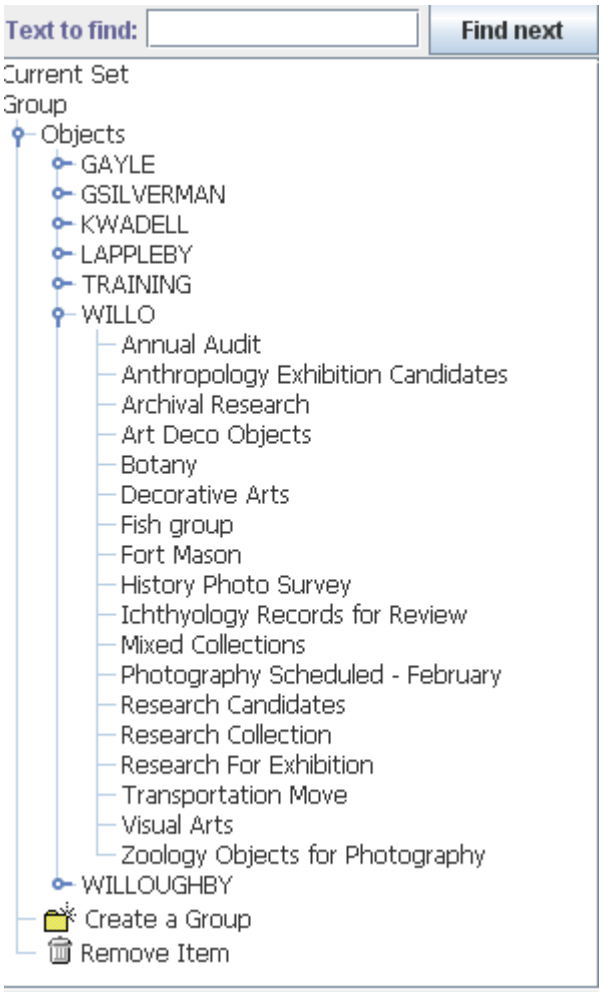
OR

- Select Group, Group Manager from the menu.

The Group Manager is divided into three parts: the Group List, the Group Members, and a Record Summary.

Group List

The Groups folder organizes all of the Authority groups made by Mimsy XG users. Inside the Groups Folder, there is a folder for each Authority. Within each Authority folder, there is a folder for each user with a folder name assigned based on the user's logon.



Group List

The Group Manager suppresses all user folders except for the current user. To see all shared groups, click the SHOW PUBLIC GROUPS flag at the bottom of the Group Manager Window.



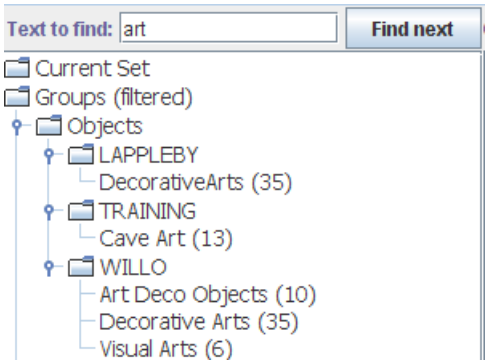
Show Public Groups

NOTE: Users cannot see groups that other users have flagged as private when the Group List is accessed.

Finding Records in the Group List (Filtering)

If you need to find a group, but do not remember who created the group, you may search for it using the Text To Find field. This will filter the groups, only showing groups that contain the text you are searching for. You do not need to use the wildcard (the % sign is the wildcard.)

Adding a filter means that the Group Manager only displays groups that meet the filter criteria. If there are no Groups that match the filter, then none are displayed. Removing the filter and pressing F8 (or hitting the Find button) "unfilters" the list - you don't need to close Group Manager to get the list back.



Filtered Groups

To Filter Groups:

- Highlight the GROUP in the Group list.
- Enter the term in the Text To Find field.
- Hit FIND NEXT.
- The screen will appear with GROUPS (FILTERED) instead of GROUP.
- Open GROUPS (FILTERED), then the usernames, to see the Groups that contain the term.

Current Set

When you open the Group Manager, the entry for "Current Set" holds the record set from the last query run prior to opening the Group Manager.



Current Set

If you move between folders, clicking the Current Set link will refresh the Group Members section with the records in the current query and refresh the record count.

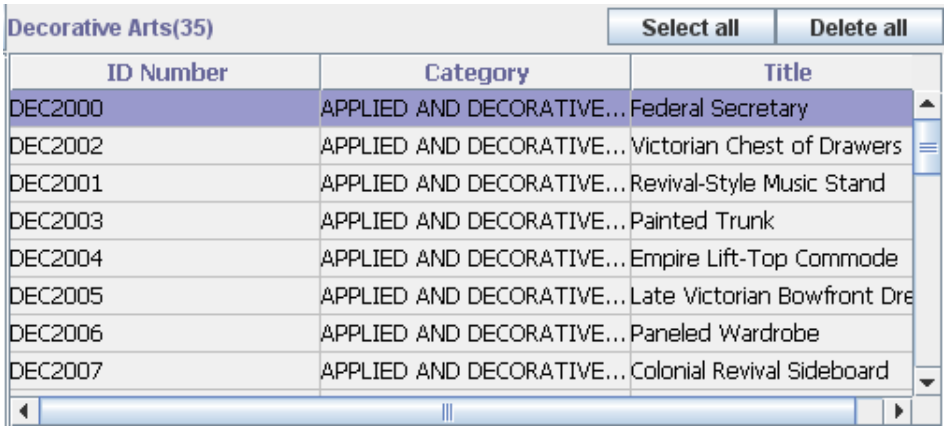
Create a Group Folder (Inside the Group Folder)

The Create a Group folder may be clicked to begin building a new group. For more information on creating groups, refer to the *Create A Group in Group Manager* section later in this chapter.



Group Members / Current Set

The records in the Current Set or open Group are listed in the upper right corner of the window. The data in this display is read-only and cannot be edited.



Current Group Members / Current Set

The name of the Group and the number of objects in the group are displayed at the top of the Group Members window.

Select Group Members

Records in the Current Set or Group may be selected in several different ways.

To select a single record:

- Click on the record you want to select.
- The record will be highlighted.
- You may drag the record onto a group, or into “Create Group.”

To select multiple records:

- Click on one of the records you want to select. The record will be highlighted.
- Hold down the Control Key (CTRL) on your keyboard and click on the next record you want to select.
- Continue until you have selected all the records you need.
- You may now drag the records into a group, or onto “Create Group”.

To select all of the records:

- Click on the SELECT ALL button. All of the records will be highlighted.
- You may now drag the records into a group, or onto “Create Group”.

Sort Group Members
Group Members may be quick-sorted according to your preferences by clicking on the column heading.

To sort on any of the fields displayed:

- Clicking once sorts the records A-Z; clicking twice sorts the records Z-A.

The records will automatically be ordered according to the values in the selected field.

Change Column Width
To change the width of any of the columns displayed:

- Place cursor on right side of column.
- Cursor will turn into a sizing arrow.
- Drag column to desired width.

There are only three data fields in the Group Members List. Narrowing the columns will not "add" any additional data fields.

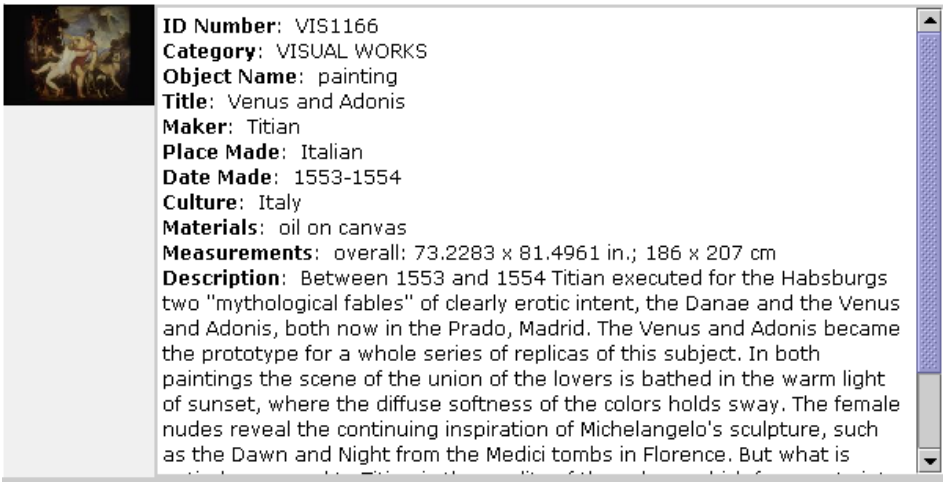
Change Column Order
To reorder the columns:

- Click on Field Tag.
- Hold left mouse button down.
- Drag column left or right.
- Release mouse button.

The columns default to the standard order the next time the Group Manager is opened.

Record Summary

The Record Summary section of the Group Manager provides a brief overview of each record in a group. Clicking on an entry in the Group Members section automatically refreshes the Record Summary with the corresponding data for the selected record. Data in the Record Summary is read-only.


ID Number: VIS1166
Category: VISUAL WORKS
Object Name: painting
Title: Venus and Adonis
Maker: Titian
Place Made: Italian
Date Made: 1553-1554
Culture: Italy
Materials: oil on canvas
Measurements: overall: 73.2283 x 81.4961 in.; 186 x 207 cm
Description: Between 1553 and 1554 Titian executed for the Habsburgs two "mythological fables" of clearly erotic intent, the Danae and the Venus and Adonis, both now in the Prado, Madrid. The Venus and Adonis became the prototype for a whole series of replicas of this subject. In both paintings the scene of the union of the lovers is bathed in the warm light of sunset, where the diffuse softness of the colors holds sway. The female nudes reveal the continuing inspiration of Michelangelo's sculpture, such as the Dawn and Night from the Medici tombs in Florence. But what is

Record Summary

Double-clicking on the ID Number in the Record Summary closes Group Manager and opens the corresponding Object Authority record.

Create a Group in Group Manager

To create a group of Authority records in Group Manager:

- Click the Create a Group folder. You may also drag a selection of records onto the Create a Group folder and "drop" them onto the folder.
- The Group Preferences window displays.
- Click the Module radio button identifying the Group Type (which Authority records it will contain).
- Name the Group.
- Click the PRIVATE flag if this Group should only be available to the person who created it.
- Click OK (or press ENTER).

The new Group displays in the Group List. If you dragged and dropped records onto the Create a Group folder, they will have been added to the group automatically.

Add Records to a Group in Group Manager

Records may be added to a Group one at a time or in clusters. A record is added to a Group by dragging it from the Current Set folder and dropping it into another folder in Group Manager.

Add One Record to a Group in Group Manager

- To add a record to a Group in the Group Manager:
- Click on a record in the Group Members section (the grid).
- Hold the left-mouse button down.
- Drag the record to the correct group folder.
- Release the mouse button.
- A message will display reading "X of Y records added to Group".

NOTE: once you exit Group Manager, select File, Save from the menu (or press F10 or click the SAVE button) to save your overall group.

Add Multiple Records to a Group in Group Manager

- To add multiple records to the Group:
- Click on a record in the grid.
- Hold the SHIFT key down.
- Use the DOWN ARROW key or PAGE DOWN key or END key to select the appropriate records.
- Release the SHIFT key.
- Place the cursor on any highlighted area of the grid.
- Hold the left-mouse button down.
- Drag the records to the correct group folder.
- Release the mouse button.
- A message will display reading "X of Y records added to the Group".
- The record will automatically appear as part of the group.

NOTE: once you exit Group Manager, select File, Save from the menu (or press F10 or click the SAVE button) to save your overall group.

Random Selection of Audit Items in Group Manager

To generate a random group of items for the Audit:

- After you name the group, click the Create Random Set Button.
- A confirmation message appears. Click YES to proceed.
- The Pull from Current Set message displays. Click YES if the random set of records should be selected from the current query set. Click NO if the records should be selected from the entire database.

- The Percentage of Records message displays. Click YES to select a percentage of current set / database (i.e. 10% of 500 records). The system will prompt you to enter a percent.

  OR

- Click NO to select a specific number of records (10 records out of 500). The system will prompt you to enter the number of records to be added to the group.

Mimsy XG automatically selects the random set of records based on a pre-determined algorithm.

NOTE: once you exit Group Manager, select File, Save from the menu (or press F10 or click the SAVE button) to save your overall group.

Create Group in an Activity

While you cannot create groups of Activity records, you can create a group of objects attached to the current Activity record.

To create a group of objects based on the records attached to a Transaction Activity:

- Click in the parent or child section of the Transaction Activity.
- Press the Group Toolbar icon.

  OR

  Select Group, Group Manager from the menu.
- Add the records as needed.
- Click OK.
- Click SAVE.

Rename a Group in Group Manager

You may rename a group after it has been created.

Rename a Group

To rename an existing Group:

- Open Group Manager and navigate to your group.
- Double click on the group name
- The Create Group window will open.
- Rename your group.
- Click OK.
- Click OK again to exit Group Manager.
- When you go back in the new group name should appear in the list.

Delete Records From a Group in Group Manager

You may decide to remove, or delete, a record from a group at any time.

Deleting a record from a Group does NOT delete the entire Activity or Authority record. It simply removes the record from the Group.

Remove a Record from a Group in Group Manager
To remove a record from a Group:

- Click on the record.
- Hold the left mouse button down and drag the record into the Remove Item link (or press SHIFT+F6).
- Once you exit Group Manager, select File, Save from the menu (or press F10 or click the SAVE button) to save your overall group.

NOTE: You may only delete records from your own groups. If you remove all of the records from a group, Mimsy XG will prompt you to delete the group itself.

Delete a Group in Group Manager

You may delete your own groups at any time. Deleting a record from a Group does NOT delete the entire Activity or Authority record. It simply deletes the Group.

To delete a Group:

- Click on the Group Name.
- Click the DELETE GROUP button.
- Answer YES to the Delete Prompt.

  OR
- Click on the Group Name.
- Press SHIFT + F6.
- Answer YES to the Delete Prompt.
- Once you exit Group Manager, select File, Save from the menu (or press F10 or click the SAVE button) to save your overall group.

  OR
- Right-Click on the Group Name.
- Select Delete Group.

NOTE: privileges for deleting other users groups or records from other users groups are controlled in the System Module. If you attempt to delete a group or a record from a group do not have the proper access, a message displays alerting you that you do not have privileges to complete the action.

Display Records in Group Manager

To view the Group Members List in the Group Manager:

- Click once on the Group's Folder.

- After clicking a Group Folder in the Group List, use the Vertical Scroll bar on the right side to move through the list.

  OR

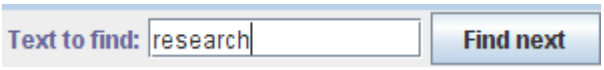
- Use the PAGE DOWN Button.

Selecting a Group automatically updates the information in the other sections of the Group Manager (Group Members & Record Summary).

Search for a Group in Group Manager

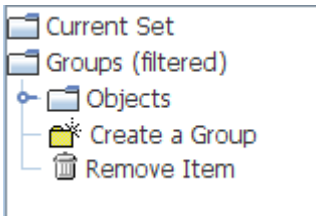
To search for an existing Group in the Group Manager:

- In the left pane, click in the blank space at the top of the column.



Search for a Group

- Enter the Group Name (with or without wildcards).
- Click FIND NEXT. This
-



Search Term

- Press F8.
- Only Groups which match the search term appear within the Group folder.

HINT: to search across groups made by any MXG user, click the "Show All Public Groups" Flag before searching the Group Manager for a particular Group.

Close Group Manager

To return to the main screen:

- Click the "X" in the upper right corner of the Group Manager.

Using Groups Menu

While the Group Manager is a useful tool, some users prefer to create and maintain groups from the main Mimsy XG screens. There is no advantage to doing so other than providing an alternate method for users who do not want to open the Group Manager.

Open Groups Using Menu

When you "open" a group, you are essentially telling Mimsy XG that you will be working with an existing group. If you actually want to see records in an existing group, use Groups, Display Group.

To open a group while keeping the current records on your screen:

- Select Group, Open Group from the menu.
- A list of Groups displays. The list defaults to groups made by you. To see all public groups, check the SHOW PUBLIC GROUPS Box.
- Navigate to the appropriate group.
- Click OK (or press ENTER).

When an existing Group is opened, the Group's name displays in brackets in the Title bar. You may now add new records to the Group. **NOTE: the group name remains in the Title Bar as you page through the records. The presence of the Group Name in the Title Bar does not mean that the record has been added to the Group.**

Display Groups Using Menu

To replace the current record set and display the records in a group:

- Select Group, Open Group from the menu.
- A list of Groups displays. The list defaults to groups made by you. To see all public groups, check the SHOW PUBLIC GROUPS Box.
- Navigate to the appropriate group.
- Click DISPLAY.

When an existing Group is displayed, the records in the Group automatically display on the screen. The Group's name appears in brackets in the Title bar.

Create a Group Using Menu

To create a group while in an Authority:

- Select Group, Create a Group from the menu (or press CTRL+F6).
- The Group Preferences windows displays.
- Click the Module radio button identifying the Group Type (which Authority records it will contain).
- Name the Group.
- Click the PRIVATE flag if this Group should only be available to the person who created it.
- Click OK (or press ENTER).

The new Group name displays in brackets in the Title Bar.



Group Name

Add Records to Group Using Menu

While in an Authority, users may add records to a Group one at a time or as a hitlist set from a query.

Add One Record to Group On-Screen

- To add a record to the Group while an the Activity or Authority:
- Click in a field.
- Select Group, Add, Add Item from the menu.
- Select File, Save from the menu (or press F10 or click the SAVE button) to save the group.

Add Multiple Records to Group On-Screen

- To add a record to the Group while in an Authority:
- Click in a field.
- Select Group, Add, Add the Set from the menu.
- Select File, Save from the menu (or press F10 or click the SAVE button) to save the group.

If you have a lot of records on-screen and you want to add all but a few, it may be more efficient to "clear" the records you do not want, then add the rest of the set.

Delete / Remove One Record Using Menu

To remove a record from a Group while in an Authority:

- Click on the record.
- Select Group, Remove, Remove Item from the menu (or press CTRL+F9).
- Select File, Save from the menu (or press F10 or click the SAVE button) to save the removal of the record from the group.

NOTE: You may only delete records from your own groups.

Deleting a record from a Group does NOT delete the entire Authority record. It simply removes the record from the Group.

Search for a Group

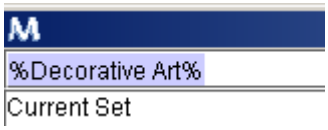
To search for an existing Group:

- Select Group, Open a Group.
- Activate your cursor in the blank space at the top of the column.



Search for a Group

- Enter the Group Name (with or without wildcards)
- Highlight the Group Name.



Search Term

- Press F8.
- Only Groups which match the search term appear within the Group folder.

HINT: to search across groups made by any MXG user, click the "Show All Public Groups" Flag before searching for a particular Group.

Add Group To Activity

To attach a group of objects to a Transaction Activity record:

- Press the Group Toolbar icon.

  OR

  Select Group, Group Manager from the menu.
- Navigate to the appropriate group.
- Press the LINK Button.
- Press OK to close the Group Manager Window.
- Click in the Parent Section of the record.
- Press the Refresh icon (or select Record, Refresh this Record from the menu or press SHIFT + F8).

After refreshing the record, the objects display in the Child section of the record.

Add Group To an Authority

Groups created in any Authority may be attached to a record in any other Authority. Groups may also be attached to records in their own Authority (for example, Media records may be attached to Media records), provided that the record is not part of the group. (For example, if the group includes the Media record “8879-05.jpg”, you may not attach the group to the Media record “8879-05.jpg.”

To attach a group of records to an Authority record:

- Query for the Authority record.
- Press the Group Toolbar icon.

  OR

  Select Group, Group Manager from the menu.
- Navigate to the appropriate group.
- Press the LINK Button.
- Click in the Authority record.
- Press the Refresh icon (or select Record, Refresh this Record from the menu or press SHIFT + F8).

After refreshing the record, the objects display in the Object folder in the Link Ledger of the record.

Chapter 9 - Using Grid View

Grid View displays data in a spreadsheet format so that you can easily view all of the information about a set of records. You may sort records in a Grid, search for a keyword, and add new records. Some users prefer Grid View to Form View since fields can be re-arranged "on-the-fly" and tools like the Replace feature are active.

In this chapter you will learn how to:

Open Grid View
Modify Column & Record Display
Export Data

Grid View is available in all Activities and Authorities.

Grid Design

Grids are made up of a series of rows and columns. Each row is a single Authority or Activity record. Each column in the grid represents one of the Parent fields in a record. The fields are arranged in the same order as they appear on the main screen. As you move between records in Grid View, the data in the Media Panel and Link Ledger updates to reflect the current record.

You may add, delete, and edit records in Grid View.

Accessing Grid View

Grid View may be accessed from the Menu Bar or a keyboard shortcut.

To display records in Grid View:

- Select Tools, Grid View from the menu (or press CTRL+G).

Exit Grid / Return to Record

To move from a specific record in Grid View to the same record in the form:

- Click in the row that contains the record.
- Click the FORM Button (to the left of the first column in the grid).

  OR
- Click the FORM icon.

  OR
- Press CTRL + N.

Clear Records

There is a checkbox to the left of every row. Unchecking the box clears (removes) the record from the screen. This is very helpful when narrowing a record set in order to create a group.

To clear a record:

- Click on the Checkmark (left side of the Grid).
- Repeat as necessary.
- Select Record, Clear Unmarked Records from the menu (or press ALT+C).

Clearing a record removes it from a record set, but does NOT delete it from the database. For more information on Grid View, refer to the *Grid View* chapter of this manual.

Exporting Data from Grid View

You may export the entire grid or a few selected records to another application such as Microsoft Excel or create an XML export.

For XML exports, the tags associated with the export are managed in the System Module in the View Properties. The Publish Flag specifies whether the field is included in the export and the Element Tag is used in place of the Mimsy XG Field Tag. XML exports include Parent and Child fields (vs. Tab and CSV which take parent only).

Export Entire Grid

To export all data displayed in Grid View:

- Click in the first row of grid.
- Press the SHIFT key.
- While holding the SHIFT key, use the vertical scroll bar or PAGE DOWN key or RECORD LAST button to move to the last record in the grid. The records selected for export will be highlighted.
- Select File, Export (or press CTRL+ SHIFT + E).
- A save file window displays.
- Select the File Type from the dropdown list (csv, tab delimited, or XML)
- Name the file and click OK. You do not need to add a file extension. The export program automatically saves Tab delimited exports as .txt, CSV exports as .csv, and XML exports as .xml.
- If you selected tab delimited, you will be asked if you want to replace any embedded hard returns with a ^|. Answer YES if you want be able to make the change (so you will be able to add the hard returns back in later).
- Open the application where the data will be viewed (i.e. Excel).
- Open the saved export. You may be prompted for information about field delimiters (either tab or commas). Answer the questions to display the file properly.

ALERT: there is a documented Microsoft bug in Excel which causes an error when the first two letters of the first column heading are "ID." If the first field on your form is ID NUMBER, you must open the .txt or .csv file and edit the first column heading to read "Number" or change the tag entirely. For more information refer to: http://support.microsoft.com/kb/323626.

To Replace Hard Returns in a Tab-Delimited File:

- Open the file in Excel or a Text Editor.
- Open the Search and Replace function. Typically this is under Edit, Replace on the Menu.
- Enter ^| in the Find Field.
- Click in the Replace field.
- Hold the ALT key down. While continuing to hold the ALT key, use the number keypad to type 010.

- It may not look like anything happened, but after the search and replace is done, the data should have manual line breaks.

For XML exports, the tags associated with the export are managed in the System Module in the View Properties. The Publish Flag specifies whether the field is included in the export and the Element Tag is used in place of the Mimsy XG Field Tag. XML exports include Parent and Child fields (vs. Tab and csv which take parent only).

Exporting data from Grid View requires that your machine have enough memory to create the temporary file, which is pasted into another application. If you encounter an error or some of the data is missing, you may need to try the export on a more powerful machine or export smaller subsets of data.

Export Part of Grid

To export specific records displayed in Grid View:

- Click in a row with a record for export.
- Press and hold CTRL.
- Click in any row with a record for export.
- If the records are clustered together, you may click on the first record in the cluster, press and hold the SHIFT key, then click on the last record in the cluster.
- Release any keys you have been holding.
- Select File, Export (or press CTRL+ SHIFT + E).

Navigating the Grid

Navigation actions are the same regardless of how or where in the system Grid View is accessed.

Moving Through Fields

Forward Field by Field

To move forward through fields in the Grid:

- Press TAB.

  OR

- Drag the Horizontal Scroll Bar to the right until the desired field is displayed.

Backward Field by Field

To move backward through fields in the Grid:

- Press SHIFT+TAB.

  OR

- Drag the Horizontal Scroll Bar to the left until the desired field is displayed.

Moving Through Records

Forward Record by Record

To move forward one record:

- Use the Forward Button to move forward.

  OR

- Use the down arrow key.

  OR

- Select Record, Next Record from the menu.

Backward Record by Record
To move backward one record:

- Use the Backward Button.

  OR

  Use the up arrow key.

  OR

- Select Record, Previous Record from the menu.

Moving Through Screens

Forward Screen by Screen
To move forward screen by screen:

- Press PAGE DOWN key.

  OR

- Drag the Vertical Scroll Bar down.

Backward Screen by Screen
To move backward screen by screen:

- Press PAGE UP key.

  OR

- Pull Vertical Scroll bar up.

Moving to First Record / Last Record

You can easily move to the first or last record in the Grid. Moving through the records in this manner helps you quickly see the scope of the information displayed.

Forward to Last Record
To move forward to the last record in the set:

- Select Record, Last Record from the menu.

  OR

- Use the Last Record button to move forward.

  OR

- Press CTRL+END.

Backward to First Record
To move to the first record in the Grid:

- Use the First Record button.

  OR

- Drag the Vertical Scroll to the very top of the scroll bar.

  OR

- Select Record, First Record.

Arranging the Grid

The columns in the Grid can be re-arranged and reformatted. The reformatting will last as long as the Grid View window is left open.

Move Columns
You may alter the order of the columns in the Grid. To move a column to a different location:

- Position your cursor over the middle of the column where the column heading is displayed.
- Click the left mouse button.
- Hold down the left mouse button.
- Drag the column to the right or left.
- When the column in is the desired location, release the mouse button.

Column Width
To change the width of a column:

- Position your cursor on the right edge of the column where the column heading is. The cursor turns into an arrow.
- Click the left mouse button (while the cursor is an arrow).
- Hold down the left mouse button.
- Drag the column to the right or left to widen or narrow the column.
- Release the mouse button.

Row Height
To adjust the row height:

- Click in a row.
- Press CTRL + T to increase the height.
- Press CRTL + R to decrease the height.

Expanding a Field

Some users prefer to open a "zoom" box to view the field's contents. To expand a field in the Grid:

- Click in the field that you wish to expand.
- Select Field, Expand Box from the menu or press CTRL+E.

Data Entry

- To create records through the Grid:
- Click in the last row of the Grid and select Record, Create Record from the menu (or press F6).
- Click in the first column.
- Enter the data.
- TAB into the next field.
- Continue adding data until the record is finished.
- Select File, Save from the menu (or press F10).
- To begin the process again, place your cursor in the last column of the Grid and press TAB. Mimsy XG adds a new blank row to the Grid.

NOTE: The new records will not appear until you re-query the records.

Clear Unmarked Records

If you are in Grid View, use Clear Unmarked Records to remove records from the screen.

To clear a record:

- Click on the Checkmark (left side of the Grid).
- Repeat as necessary.
- Select Record, Clear Unmarked Records from the menu (or press ALT+C).

Clearing a record removes it from a record set, but does NOT delete it from the database.

Chapter 10 - Data Entry Tools

There are several tools in Mimsy XG that are designed to make data entry easier, more accurate, and more efficient.

In this chapter you will learn about:

Entering Diacritics
Keyboard Shortcuts
Record Duplication
Copy Fields
Spell-check
Global Updates

Use any combination of the data entry tools to help you as you enter new records and edit existing data.

Pop-Up Lists

To help you control your terminology and facilitate searching, each data field in Mimsy XG may have an associated Pop-Up List. You may select a term from a Pop-Up List and it will automatically "pop" into the field without having to type it. Pop-Up Lists make data entry faster and more accurate. You may restrict users to these terms, or override them if you have appropriate privileges.

The Legal Status field in the Objects Authority is one of many fields that contain pre-built Pop-Up Lists. The contents of these pre-built Pop-Up Lists are based on an extensive analysis of the terms most frequently used to document collections and reflect the de facto standards currently used in the field.

To display a field's Pop-Up List:

- Move your cursor to the field.
- Select Field, Pop-Up List from the menu (or press F9 or click the Pop-Up List button on the toolbar).

If the field's Pop-Up List has been configured, a list of available terms for that data field will display. If there are no terms associated with the Pop-Up List (it's empty), a message displays:

> There is no list assigned to this field.

To add terms to an empty list, see your System Administrator.

Filter A Pop-Up List

You are able to narrow down a Pop-Up List to a subset of terms.

To open a List displaying a subset terms:

- While in the forms, enter a partial term (with or without wildcards).
- Highlight the field.
- Select Field, Pop-Up List from the menu (or press F9).
- The list opens with a subset of matching list terms.

To search for a term within an open Pop-Up List:

- Open the list.
- TAB or click in the blank term field.
- Begin typing the term.

Entering the first few letters of a term will filter the list for matching strings. As you type more letters, the number of selections in the list narrows. NOTE: wildcard searching is not active once a Pop-Up List is open.

Calendar

To access a calendar in any field:

- Select Tools, Calendar (or press CTRL + D)

The calendar display is controlled by the LOCALE setting in the PFILE. For multilingual installations, you should add LOCALE parameters to the PFILE.TXT to equate a language abbreviation with the appropriate locale setting so that the months, etc, display properly. For example, to add locales for Canadian English and Canadian French, you would enter into the PFILE: LOCALE_ENG=en_CA and on a separate line LOCALE_FRA=fr_CA. The first must be the lowercase abbreviation of the language name (ISO-639) and the second part must be an uppercase abbreviation of the country (ISO-3166).

Entering Accented Characters

Accented characters from the ANSI and ASCII extended character sets may be entered into Mimsy XG using the corresponding code for the characters.

To enter using the ANSII and ASCII keystroke equivalents:

- Click in a field.
- Press ALT + the code (see following chart). Use the number pad to enter the code number.

Character	ANSII	ASCII
À	ALT+0192	----
à	ALT+0224	ALT+133
Á	ALT+0193	----
á	ALT+0225	ALT+160
Â	ALT+0194	----
â	ALT+0226	ALT+131
Ã	ALT+0195	----
ã	ALT+0227	----
Ä	ALT+0196	ALT+142
ä	ALT+0228	ALT+132
Å	ALT+0197	ALT+143
å	ALT+0229	ALT+134
È	ALT+0200	----
è	ALT+0232	ALT+138
É	ALT+0201	ALT+144
é	ALT+0233	ALT+130
Ê	ALT+0202	----
ê	ALT+0234	ALT+136
Ë	ALT+0203	----
ë	ALT+0235	ALT+137
Ì	ALT+0204	----
ì	ALT+0236	ALT+141
Í	ALT+0205	----
í	ALT+0237	ALT+161
Î	ALT+0206	----

Character	ANSII	ASCII
î	ALT+0238	ALT+140
Ï	ALT+0207	----
ï	ALT+0239	ALT+139
Ò	ALT+0210	----
ò	ALT+0242	ALT+149
Ó	ALT+0211	----
ó	ALT+0243	ALT+162
Ô	ALT+0212	----
ô	ALT+0244	ALT+147
Õ	ALT+0213	----
õ	ALT+0245	----
Ö	ALT+0214	ALT+153
ö	ALT+0246	ALT+148
Ø	ALT+0216	----
ø	ALT+0248	----
Ù	ALT+0217	----
ù	ALT+0249	ALT+151
Ú	ALT+0218	----
ú	ALT+0250	ALT+163
Û	ALT+0219	----
û	ALT+0251	ALT+150
Ü	ALT+0220	ALT+154
ü	ALT+0252	ALT+129
Ý	ALT+0221	----
ý	ALT+0253	----

Character	ANSII	ASCII
Ÿ	ALT+0159	----
ÿ	ALT+0255	ALT+152
Æ	ALT+0198	ALT+146
æ	ALT+0230	ALT+145
Œ	ALT+0140	----
œ	ALT+0156	----
Ç	ALT+0199	ALT+128
ç	ALT+0231	ALT+135
Ñ	ALT+0209	ALT+165
ñ	ALT+0241	ALT+164
¬	ALT+0172	----
ß	ALT+0223	ALT+225
ƒ	ALT+0131	ALT+159
Š	ALT+0138	----
š	ALT+0154	----
Ž	ALT+0154	----
ž	ALT+0154	----
þ	ALT+0254	----
Þ	ALT+0222	----
Ð	ALT+0208	----
ð	ALT+0240	----
™	ALT+0153	----
®	ALT+0174	----
©	ALT+0169	----
¼	ALT+0188	ALT+172
½	ALT+0189	ALT+171
¾	ALT+0190	----
×	ALT+0215	----
÷	ALT+0247	ALT+246
¹	ALT+0185	----
²	ALT+0178	ALT+253
³	ALT+0179	----
‰	ALT+0137	----
€	ALT+0128	----
¢	ALT+0162	ALT+155
£	ALT+0163	ALT+156
¥	ALT+0165	ALT+157

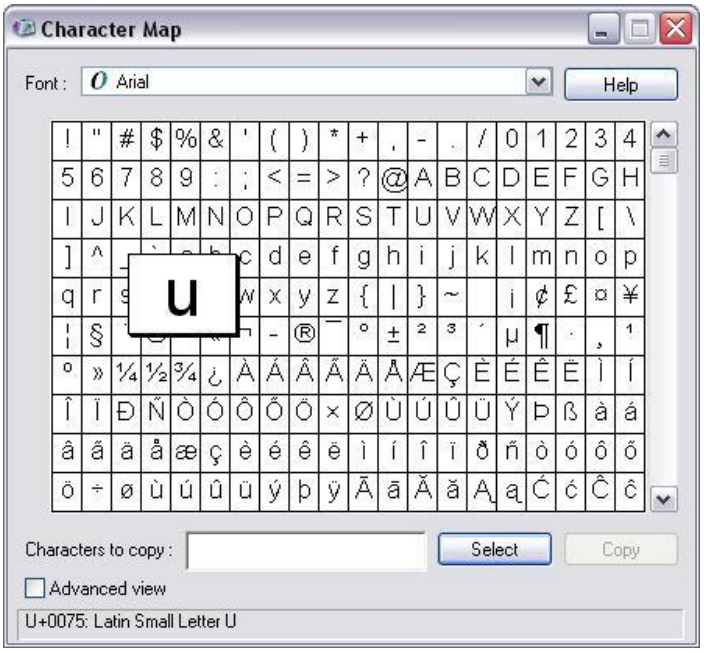
Character	ANSII	ASCII
¤	ALT+0164	----
¡	ALT+0161	ALT+173
¿	ALT+0191	ALT+168
‚	ALT+0130	----
‘	ALT+0145	----
’	ALT+0146	----
„	ALT+0132	----
“	ALT+0147	----
”	ALT+0148	----
†	ALT+0134	----
‡	ALT+0135	----
±	ALT+0177	ALT+241
•	ALT+0149	ALT+249
·	ALT+0183	ALT+250
§	ALT+0167	----
ª	ALT+0170	ALT+166
º	ALT+0186	ALT+167
µ	ALT+0181	ALT+230
¶	ALT+0182	ALT+227
ˆ	ALT+0136	----
˜	ALT+0152	----
¯	ALT+0175	----
°	ALT+0176	ALT+248
´	ALT+0180	----
¨	ALT+0168	----
¸	ALT+0184	----
‹	ALT+0139	----
›	ALT+0155	----
«	ALT+0171	ALT+174
»	ALT+0187	ALT+175
¦	ALT+0166	----
–	ALT+0150	----
—	ALT+0151	----
…	ALT+0133	----
	ALT+0173	----

Source: http://homepages.rootsweb.ancestry.com/~george/ansi_ascii_character_chart.html

Entering Foreign Language Characters

In addition to the ASCII characters you can enter using your keyboard, it is also possible to enter many symbols and foreign language characters using the character map. Please note that the Mimsy XG database accepts and stores these characters as entered; however, if data is printed, the printer used must have a font that contains the character as well. If you encounter any problems printing these characters, the issue is a hardware issue (printer needs a corresponding font installed) and is not a problem with the Mimsy XG database or application.

- To enter foreign language characters using the Character Map (Windows):
- Click the START button (lower left corner of your desktop).
- Select Program, Accessories, System Tools, Character Map (this is the default windows installation location. If you cannot find the character map here, contact your System Administrator).
- The Character Map displays.



Character Map

- Click on the desired character.
- Click the Select button.
- Continue selecting letters.
- When you are finished, click COPY.
- Return to Mimsy XG.
- Click in a Mimsy XG field.
- Select Edit, Paste from the menu (or press CTRL+V).

The characters display in the Mimsy XG field.

Field Default

It is possible to insert data values into a field as part of the record creation process. See your System Administrator to add or modify default values for any field.

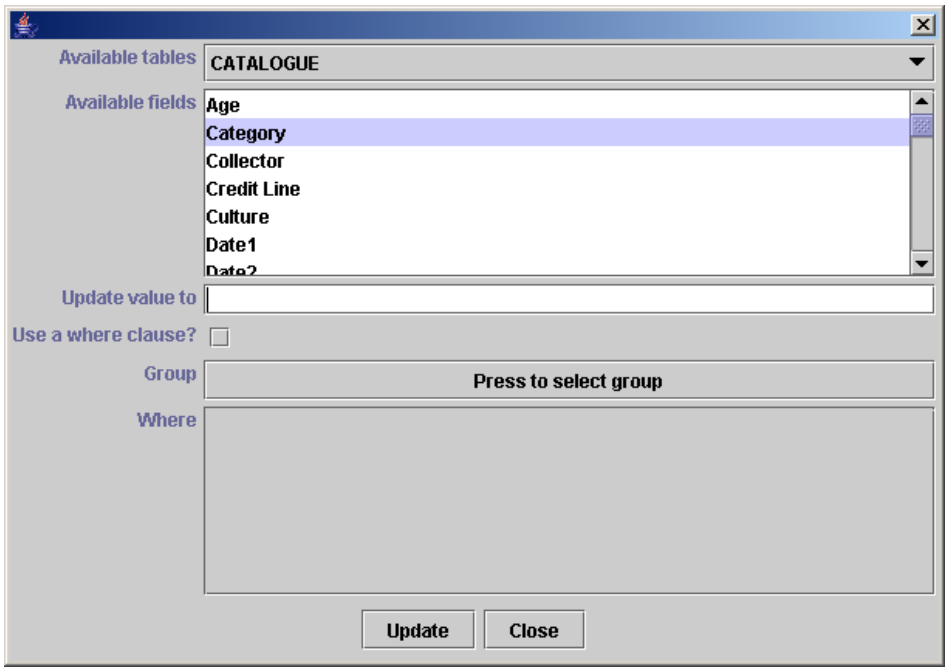
Global Update (Mass Update)

Global updating modifies existing data. If you want to change a field from a certain value to a different value, a global update will process the change. The changes may be processed for a particular group or on the basis of a SQL statement. NOTE: For global inserts, you may wish to use the Copy To Set function in MXG.

ALERT: Global updates do not necessarily have same outcome as performing updates in the form. For example, if you run a global update on the Object Name field in the Object Authority, the update is processed to the Anchor field only. If you update the Object Name field using the forms, the system automatically inserts the updated value in the child field as well as prompting you to flag any existing child records as prior values.

To update a series of records in a group (Note if you prefer to update records using SQL where clauses, refer to the *To update records using a Where clause* instructions in the following instruction set):

- Create a Group of records to be updated.
- Select Tools, Global Update.
- The Global Update window displays.



Global Update Window

- Use the Available Tables dropdown list to select the name of the table to be updated.
- Use the Available fields dropdown list to select the name of the field to be updated.
- Click in the Update Value To field. Enter the new data value that will replace the existing value.
- Leave the Use a Where Clause flag unchecked (blank).
- Click the PRESS TO SELECT GROUP bar.
- Navigate to the appropriate group.
- Click the OK button.
- Click the UPDATE button.
- The update will process and display a confirmation message.



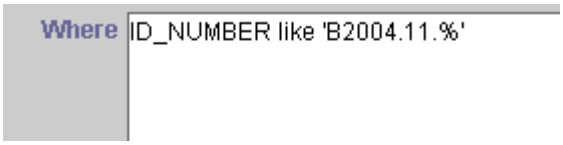
Confirmation Message

- Click YES to continue and save the update OR click NO to reverse the change.
- Click CLOSE to close the update window.

If you have taken the introduction to SQL class offered by Selago Design, you may prefer to use SQL statements to update sets of records. If you have not taken this class, we do not recommend using this update method.

- To update records using a Where clause:
- Select Tools, Global Update.
- The Global Update window displays.
- Use the Available Tables dropdown list to select the name of the table to be updated.
- Use the Available fields dropdown list to select the name of the field to be updated.
- Click in the Update Value To field. Enter the new data value that will replace the existing value.
- Check the Use a Where Clause flag. Once the flag is checked, the WHERE field is activated.
- Click in the WHERE field. Enter the clause that will be used to identify the records which will be modified. If you are updating a child table, you must repeat the table

name and field name in TABLE_NAME.FIELD_NAMVE format. Be sure to format the clause properly by using single quotes around the "update" value.



Example of Where Clause

- Click the UPDATE button.
- The update will process and display a confirmation message.



Confirmation Message

- Click YES to continue and save the update OR click NO to reverse the change.
- Click CLOSE to close the update window.

Place Browser

The Place Browser is a visual representation of records in the Places Authority. In the Linked Places Flexi-Fields, use the Places Browser to create a link between the Places Authority and the current record. In all other fields (Birth Place, Description, etc.), the Places Browser can be used as a reference tool to lookup spelling and verify term definition.

Open the Place Browser

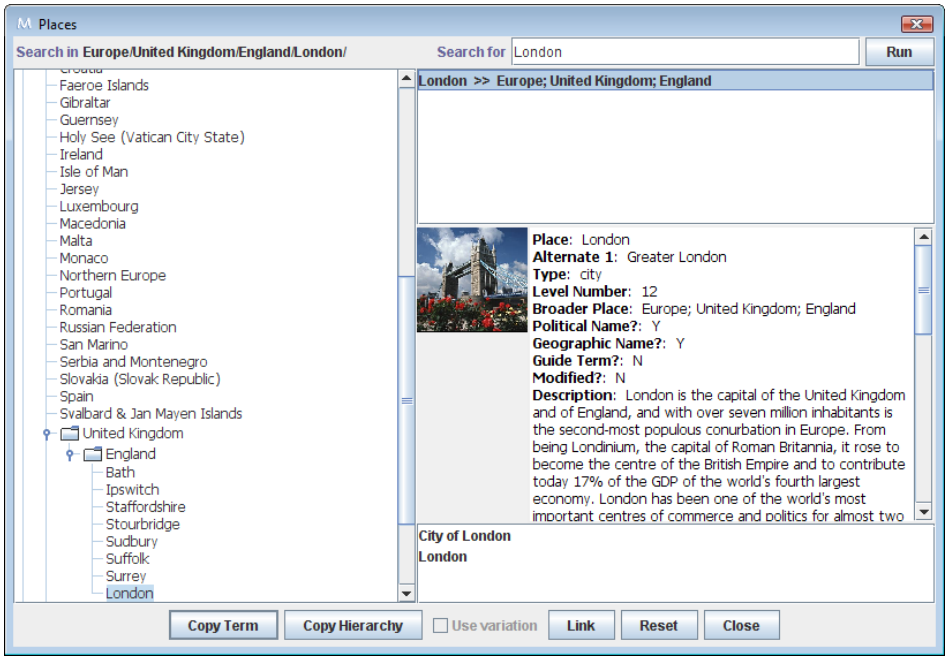
To open the Place Browser:

- Select Tools, Hierarchy Browsers, Place Browser.

Accessing the Places Browser does NOT automatically link terms to a record. In most fields, the Places Browser simply copies a place name or a places string into the current field. If you wish to create hierarchical links between the Places Authority and other Mimsy XG records, enter the terms in the "Linked Places" Flexi-Fields in any Authority, the Place Collected Flexi-Fields in the Objects Authority, or the Place Made field in the Objects Authority or Vessels Authority.

Place Browser Components

The Place Browser has five main components: the Place Term field, the Place Tree, a Place Term List, Place Definition, and Place Variations. There are also two Buttons (COPY and COPY HIERARCHY) used to copy and link terms to the Places Authority.

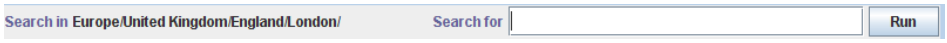


Places Hierarchy Browser

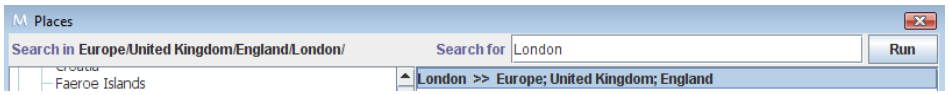
Search in/Search for

The Search in and Search for fields are used to indicate where you are in the tree, and to search for values.

If you are clicking on Place terms in the tree, the Search in field displays a text version of the Places hierarchy.



The Search for field may be used to search for a given place term within the Places Authority. Searching the Places Authority is helpful when you do not know where a place term falls within a hierarchy or are not sure of the preferred format for the place term.



When using the Search for field to search the Places Authority, Mimsy XG searches the current open branch of the Places Thesaurus. If you are in the Europe hierarchy and search for "Toyko," nothing is returned. Running the same search across the full Places Authority returns hits against "Asia/Japan". If the search returns no terms and you are positive it exists, try clicking on the top level of the Place Browser and re-running the search.

To use the Place Term Field to Search the Places Authority:

- Open the Places Browser.
- Click (or TAB) into the Search for field.

- Enter a full or partial term. You may use wildcards. For example, "Toronto" or "Toronto%," or "%Toronto%."
- Press F8 or RUN. There is no menu equivalent to this.
- The Places Browser displays any matching terms in the Place Term List (upper right pane).

If there is no matching record, Mimsy XG displays a message: "Your search retrieved no records. Modify your criteria and try again." The Places Browser will re-display.

Place Tree
The Place Tree displays the place terms managed within the Places Authority. The standard installation of Mimsy XG does not include a pre-built Places Authority; however, you may purchase the Getty's Thesaurus of Geographic Names (TGN) and have it loaded into Mimsy XG. You may also build your own in-house Places Authority.

The "top" level for each place displays in the Place Tree. Click the place term to display any specific geographic areas linked to the current place term. As you click on each level, it will open or close accordingly, each time refreshing to show the appropriate place terms at that level of the hierarchy.

Place List
The Place List displays any Places Authority terms retrieved by your search. Clicking on a place term automatically opens the Place Tree to the corresponding place term and displays a summary of the place information in the Place Definition pane.

Place Definition
When you click on a place term in the Place Tree, a summary of the record information displays in the Place Definition pane.

Place Variations
Under the Place Definitions, there is a listing of Place Variations. Some users may wish to link variations to the record instead of the preferred term.

To link a variant name to the record:

- Check the Use Variation flag.
- Click on the Place Variation name.



To enable or disable the ability to link a Place Variation to a record, modify the ALLOW_VARIANTION_SELECTION_LIST System Setting in the System Module to include the PLACES table.

Copy Term
After using the Places Browser to select the appropriate place term, click the COPY TERM Button to enter the place term into the current field. "Copy Term" enters the specific place name you have selected and ignores the rest of the hierarchy string. For example, selecting Copy Term within the hierarchy "United Kingdom: England, London" enters "London" into a field.

Copy Hierarchy
After using the Places Browser to select the appropriate place term, click the COPY HIERARCHY Button to enter the place and all of its broader places into the current field. "Copy Hierarchy" enters the full hierarchy of place names you have selected. For example, selecting Copy Term within the hierarchy "United Kingdom: England, London" enters "United Kingdom: England, London" into a field.



The format of the Place hierarchy string is defined in the System Module System Settings by the PLACES_FORMATTED_STRING variable. To change the display format of the hierarchy, see your System Administrator.

Link To Set
The Link to Set Button (labeled Link at some site), connects the current term to all Authority records displayed in the query.

Copy Place Term or Place Term Hierarchy Into a Field

If you are in a field such as Place Made or Birth Place, the Places Browser may be used as a lookup tool. Once you verify the definition and spelling of a place term, copy the correct data into the field using the Copy Term or Copy Hierarchy functions. Copying terms and hierarchies does NOT link them to the Places Authority.

To look up / copy a Place term (no link is created):

- Click in the field.
- Enter the full or partial term. You may use wildcards. For example, "London" or "London%" or "%London%."
- Highlight the place term.
- Open the Place Browser by selecting Tools, Hierarchy Browser, Place Browser (or press F9).
- A list of place terms entered in the Places Authority appears.
- Click on a place term to select it.
- Click COPY to enter the exact place into the current field. EXAMPLE: clicking "London" enters the word "London" in the field.

  OR

- Click COPY HIERARCHY to build a data string with the corresponding geographic terms that are linked to the place and enter the string in the current field. EXAMPLE: clicking "London" enters the string "United Kingdom: England, London" in the field.

Link Record to Places Authority

There are certain areas of Mimsy XG that may be explicitly linked to the Places Authority.

- In the Objects Authority, the Place Collected Flexi-Fields may be linked to the Places Authority.

- In the Objects Authority, the Place Made Flexi-Fields may be linked to the Places Authority.
- In each Authority (Objects, Events, Facilities, Media, People, Sites, Subjects, Taxonomy, Thesaurus, and Vessels), the Link Places Flexi-Fields may be linked to the Places Authority.

If you are in any of the above fields, use the Places Browser to create an explicit link to a Places Authority record. Creating a link to the Places Authority enables users to search on broader place terms and retrieve any records linked to narrower areas. For example, searching for the broader term "United Kingdom" returns records.

To link a record to the Places Authority:

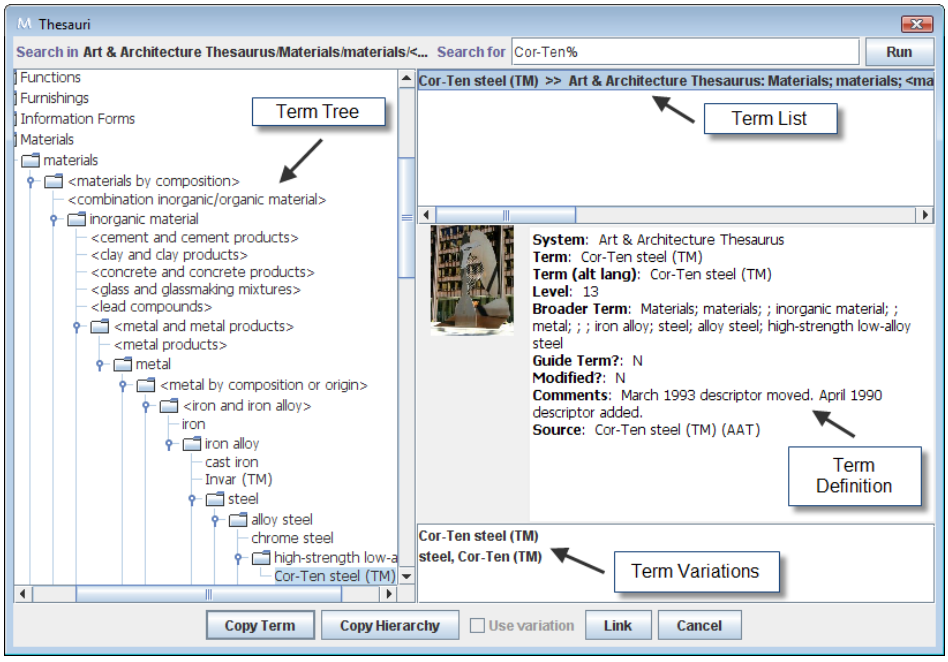
- Open the Linked Places Flexi-Field.
- Select Record, Create Flexi Record (or press F6 or F12).
- Enter the place name or select it from the Places Browser.
- Select COPY TERM or COPY HIERARCHY (Note: both buttons have the same function for entry into child fields).

  OR

- Press Link to Set to link the Place Authority record to all records in the record set.

Thesaurus Browser

The Thesaurus Browser is a visual representation of records in the Thesaurus Authority. In the Link Terms Flexi-Fields, use the Thesaurus Browser to create a link between the Thesaurus Authority and the current record. In all other fields (Materials, Description, Note, etc.), the Thesaurus Browser can be used as a reference tool to look up spelling and verify term use.



Thesaurus Hierarchy Browser

Open the Thesaurus Browser

To open the Thesaurus Browser:

- Select Tools, Hierarchy Browsers, Thesaurus Browser from the menu.

Accessing the Thesaurus Browser does NOT automatically link terms to a record. In most fields, the Thesaurus Browser simply copies a term or a string of terms into the current field. If you wish to create hierarchical links between the Thesaurus Authority and other Mimsy XG records, enter the terms in the "Linked Terms" Flexi-Fields.

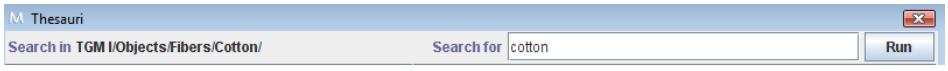
Thesaurus Browser Components

The Thesaurus Browser has five main components: the Search in / Search For Field, the Term Tree, a Term List, Term Definition, and Term Variations. There are also two Buttons (COPY and COPY HIERARCHY) used to copy and link terms to the Thesaurus.

Search in/Search for Field

The Search in and Search for fields are used to indicate where you are in the tree, and to search for values.

The Search in Field displays a text string corresponding to where you are currently located in the hierarchy.



Search In / Search For Fields

The Search for field may be used to search for a given term within a Thesaurus. Searching the Thesaurus is helpful when you do not know where a term falls within a hierarchy or are not sure of the preferred format for the term.



Search For Field with Search Term

When using the Search for field to search the Thesaurus, Mimsy XG searches the current open branch of the Thesaurus. If you are in the Containers hierarchy and search for "cotton," nothing is returned. Running the same search across the full Thesaurus Authority returns hits against the Materials hierarchy. If the search returns no terms and you are positive it exists, try clicking on the name of the Thesaurus and re-running the search.

To use the Term Field to Search the Thesaurus:

- Open the Thesaurus Browser.
- Click (or TAB) into the Search For field.
- Enter a full or partial term. You may use wildcards. For example, "linen," or "linen%," or "%linen%."
- Press F8. There is no menu equivalent to this.
- The Thesaurus Browser displays any matching terms the Term List (upper right pane).

If there is no matching record, Mimsy XG displays a message: "Your search retrieved no records. Modify your criteria and try again." The Browser will re-display.

Term Tree

The Term Tree displays the Facility terms managed within the Facilities Authority. The standard installation of Mimsy XG does not include a pre-built Facilities Authority; however, you may want to create one using the terms you currently use for the Location fields in the Location Activity.

The "top" level for each facility displays in the Facility Tree. Click the facility term to display any specific areas linked to the current facility term. As you click on each level, it will open or close accordingly, each time refreshing to show the appropriate facility terms at that level of the hierarchy.

Term List

If you highlight text before you open the Thesaurus Browser or search for a term within the Thesaurus, the Term List displays any matching terms.

Cotton >> TGM I: Objects; Fibers
cotton >> Materials: Materials - by source; plant fibre or material; seed hair fibı
cotton (textile) (cotton) >> Art & Architecture Thesaurus: Materials; materials;

Term List (Right Pane)

Clicking on a term in the Term List automatically opens the tree to the corresponding term and displays the definition of the term in the Term Definition pane.

Term Definition

When you click on a term in the Tree, a summary of the record information displays in the Term Definition pane.



System: Art & Architecture Thesaurus
Term: cotton (textile)
Term (alt lang): cotton (textile)
Level: 9
Broader Term: Materials; materials; ; ; ; ; ;
Guide Term?: N
Modified?: N
Scope Note: Textile made from cotton fiber.
Comments: July 1993 descriptor moved. April 1993 descriptor changed, was 'cotton'; related term added. March 1993 descriptor moved; scope note changed. May 1991 scope note changed.
Source: cotton (textile) (AAT)

Term Definition

Term Variations

Under the Term Definitions, there is a listing of Term Variations. Some users may wish to link variations to the record instead of the preferred term.

cotton (fiber)
cotton fiber
cotton fibre
fiber, cotton

Term Variations

To link a variant name to the record:

- Check the Use Variation flag.
- Click on the Term Variation name.

To enable or disable the ability to link a Term Variation to a record, modify the ALLOW_VARIANTION_SELECTION_LIST System Setting in the System Module to include the THESAURUS table.

Copy Term Only
After using the Thesaurus Browser to select the appropriate term, click the COPY TERM Button to enter the term into the current field. "Copy Term" enters the specific term you have selected and ignores the rest of the hierarchy string. For example, selecting Copy Term within the hierarchy "Architecture Thesaurus/Materials/materials/<materials by form>/<materials by physical form>/<fiber and fiber products>/fiber/natural fiber/plant fiber/cotton (fiber)" enters "cotton" into a field.

Copy Hierarchy
After using the Thesaurus Browser to select the appropriate term, click the COPY HIERARCHY Button to enter the term and all of its broader terms into the current field. For example, selecting Copy Hierarchy within the hierarchy "Architecture Thesaurus/Materials/materials/<materials by form>/<materials by physical form>/<fiber and fiber products>/fiber/natural fiber/plant fiber/cotton (fiber)/" enters "Architecture Thesaurus/Materials/materials/ <materials by form>/<materials by physical form>/<fiber and fiber products>/fiber/natural fiber/plant fiber/cotton (fiber)/" into a field.

Link To Set
The Link to Set Button (labeled Link at some site), connects the current term to all Authority records displayed in the query.

Copy Term or Term Hierarchy Into a Field

If you are in a field such as Materials or Descriptors, the Thesaurus Browser may be used as a lookup tool. Once you verify the definition and spelling of a term, copy the correct data into the field using the Copy Term or Copy Hierarchy functions. Copying terms and hierarchies does NOT link them to the Thesaurus Authority.

To look up / copy a Thesaurus term (no link is created):

- Click in a field.
- Enter the full or partial term. You may use wildcards. For example, "glass," or "glass%" or "%glass%."
- Highlight the term.
- Open the Thesaurus Browser by selecting Tools, Hierarchy Browsers, Thesaurus Browser.
- Terms that match your search criteria display in the Term List. If no terms match your search criteria, the Term List is blank. HINT: If you search for a term and the Tree does not refresh, click once on the corresponding Thesaurus folder in the Tree. Mimsy XG always searches the open branch of the tree for a term. Clicking the Thesaurus folder resets your search for the entire Thesaurus.
- Navigate to the correct term.
- Click COPY to enter the exact term into the current field. EXAMPLE: clicking "green glass" enters the word "green glass" in the field.

  OR

- Click COPY HIERARCHY to build a data string with the corresponding Thesaurus term and the broader terms linked to it. EXAMPLE: clicking "green glass" enters the string "Art & Architecture Thesaurus/Materials/materials/<materials by composition>/inorganic material/<glass and glassmaking mixtures>/glass/<glass by composition or origin>/green glass/" in the field.

Link Record to Thesaurus Authority

If you are in the Linked Terms Flexi-Fields, use the Thesaurus Browser to create an explicit link to a Thesaurus Authority record. Creating a link to the Thesaurus Authority enables users to search on broader terms and retrieve any records linked to narrower terms. For example, searching for the broader term "glass" returns records linked to narrower terms such as "green glass" and "fiberglass."

To link a record to the Thesaurus Authority:

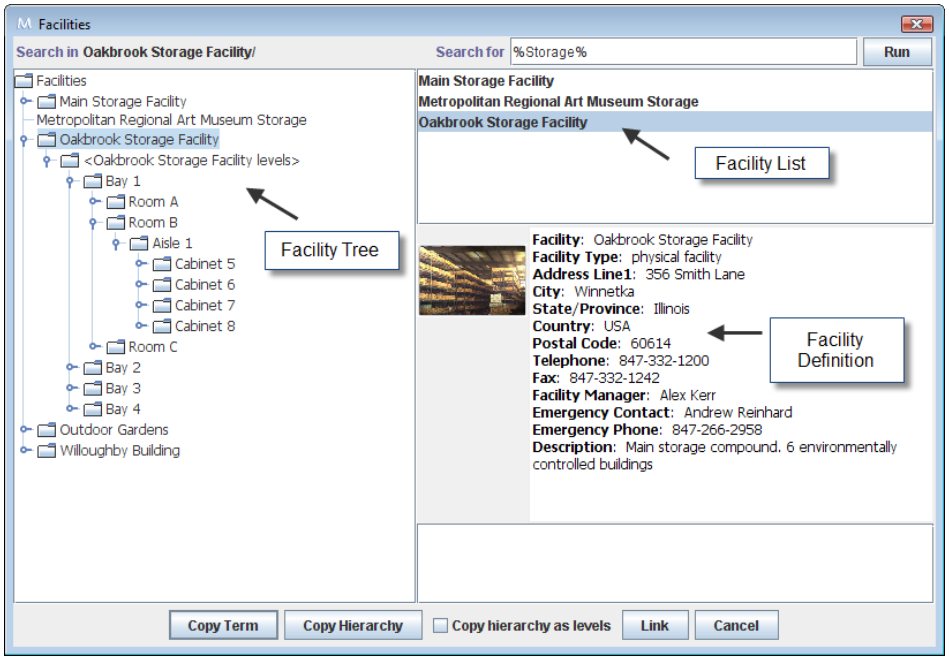
- Open the Linked Terms Flexi-Field.
- Select Record, Create Flexi Record (or press F6 or F12).
- Enter the Thesaurus Term or select it from the Thesaurus Browser.
- Select COPY TERM or COPY HIERARCHY (Note: both buttons have the same function for entry into child fields).

  OR

- Press Link to Set to link the Thesaurus Authority record to all records in the record set.

Facility Browser

The Facility Browser is a visual representation of records in the Facilities Authority. In the Linked Facilities Flexi-Fields, use the Facility Browser to create a link between the Facilities Authority and the current record. In all other fields, the Facility Browser can be used as a reference tool to look up spelling of facility names and verify building definition.



Facility Browser

Open the Facility Browser

To open the Facility Browser:

- Select Tools, Hierarchy Browsers, Facility Browser from the menu.

Accessing the Facility Browser does NOT automatically link terms to a record. In most fields, the Facility Browser simply copies a facility name or a facilities string into the current field. If you wish to create hierarchical links between the Facilities Authority and other Mimsy XG records, enter the terms in the "Linked Facilities" Flexi-Fields in any Authority.

If you have already used the Facility Browser in your current log-in session, the browser will open to the last location chosen. This will disappear when you log out.

Facility Browser Components

The Facility Browser has five main components: Search In / Search For fields, the Facility Term field, the Facility Tree, a Facility Term List, and a Facility Definition. There are also two buttons (COPY and COPY HIERARCHY) used to copy and link terms to the Facilities Authority.

Search in/Search for

The Search in and Search for fields are used to indicate where you are in the tree, and to search for values.

If you are clicking on Facility terms in the tree, the Search in field displays a text version of the Facilities hierarchy. The Search for field may be used to search for a given place term within the Facilities Authority. Searching the Facilities Authority is helpful when you do not know where a facility falls within a hierarchy or are not sure of the preferred name for the facility.

When using the Search for Term field to search the Facilities Authority, Mimsy XG searches the current open branch of the Facility. If you are in the Storeroom hierarchy and search for "West Wing" nothing is returned. Running the same search across the full Facilities Authority returns hits against "Gallery Spaces". If the search returns no terms and you are positive it exists, try clicking on the top level of the Facility Browser and re-running the search.

To use the Facility Search For Field to Search the Facilities Authority:

- Open the Facility Browser.
- Click (or TAB) into the Search For field.
- Enter a full or partial term. You may use wildcards. For example, "Storeroom" or "Storeroom%," or "%Storeroom%."
- Press F8 or hit RUN. There is no menu equivalent to this.
- The Facility Browser displays any matching terms the Facility Term List (upper right pane).

If there is no matching record, Mimsy XG displays a message: "Your search retrieved no records. Modify your criteria and try again." The Facility Browser will re-display.

Facility Tree
The Facility Tree displays the Facility terms managed within the Facilities Authority. The standard installation of Mimsy XG does not include a pre-built Facilities Authority; however, you may want to create one using the terms you currently use for the Location fields in the Location Activity.

The "top" level for each facility displays in the Facility Tree. Click the facility term to display any specific areas linked to the current facility term. As you click on each level, it will open or close accordingly, each time refreshing to show the appropriate facility terms at that level of the hierarchy.

Facility List
The Facility List displays any Facilities Authority terms retrieved by your search. Clicking on a facility term automatically opens the Facility Tree to the corresponding facility term and displays a summary of the facility information in the Facility Definition pane.

Facility Definition
When you click on a facility term in the Facility Tree, a summary of the record information displays in the Facility Definition pane.

Copy Term Only
After using the Facility Browser to select the appropriate facility term, click the COPY TERM Button to enter the facility term into the current field. For example, selecting Copy Term within the hierarchy "Main Storage/Building 1/Ceramics Storage Room" enters "Ceramics Storage Room" into a field.

Copy Hierarchy
After using the Facility Browser to select the appropriate facility term, click the COPY HIERARCHY Button to enter the facility and all of its broader facilities into the current field. For example, selecting Copy Term within the hierarchy "Main Storage/Building 1/Ceramics Storage Room" enters "Main Storage/Building 1/Ceramics Storage Room" into a field.

Link To Set
The Link to Set Button (labeled Link at some site), connects the current term to all Authority records displayed in the query.

Copy Facility Term or Facility Term Hierarchy Into a Field

If you are in a field such as Venues or Note, the Facility Browser may be used as a lookup tool. Once you verify the definition and spelling of a facility term, copy the correct data into the field using the Copy Term or Copy Hierarchy functions. Copying terms and hierarchies does NOT link them to the Facilities Authority.

To look up / copy a Facility term (no link is created):

- Click in the field.
- Enter the full or partial term. You may use wildcards. For example, "Gallery" or "Gallery%" or "%Gallery%."
- Highlight the facility term.
- Open the Facility Browser by selecting Tools, Hierarchy Browser, Facility Browser.
- A list of facility terms entered in the Facilities Authority appears.
- Click on a facility term to select it.
- Click COPY to enter the exact facility into the current field. EXAMPLE: clicking "Shelf 1" enters the word "Shelf 1" in the field.

  OR

- Click COPY HIERARCHY to build a data string with the corresponding buildings are linked to the facility and enter the string in the current field. EXAMPLE: clicking "Shelf 1" enters the string "Storeroom 1; Room A; Aisle 2; Shelf 1" in the field.

Link Record to Facilities Authority

If you are in the Linked Facilities Flexi-Fields, use the Facility Browser to create an explicit link to a Facilities Authority record. Creating a link to the Facilities Authority enables users to search on general facility names and retrieve any records linked to narrower areas. For example, searching for the broader term "Long Term-Storage" returns records linked to narrower terms such as "Storage Room 1" and "Storage Room 2."

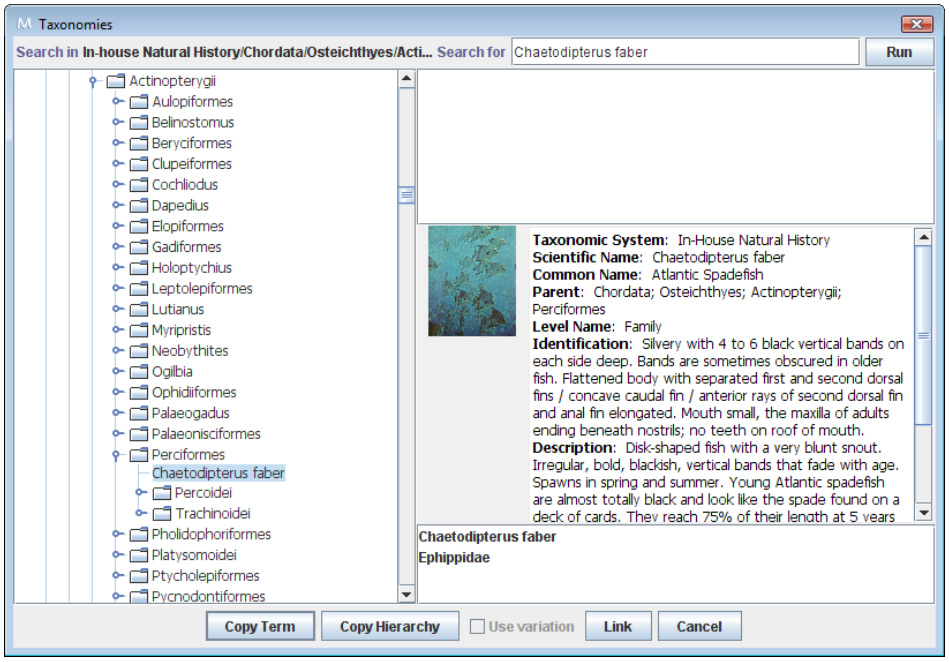
To link a record to the Facilities Authority:

- Open the Linked Facilities Flexi-Field.
- Select Record, Create Flexi Record (or press F6 or F12).
- Enter the facility name or select it from the Thesaurus Browser.

- Select COPY TERM or COPY HIERARCHY (Note: both buttons have the same function for entry into child fields).

Taxonomy Browser

The Taxonomy Browser is a visual representation of records in the Taxonomy Authority. In the Linked Taxonomy Flexi-Fields, use the Taxonomy Browser to create a link between the Taxonomy Authority and the current record. In all other fields, the Taxonomy Browser can be used as a reference tool to look up scientific classification names and verify spelling.


Taxonomies
Search in In-house Natural History/Chordata/Osteichthyes/Acti... Search for Chaetodipterus faber
Run
Actinopterygii
Aulopiformes
Belinostomus
Beryciformes
Clupeiformes
Cochliodus
Dapedius
Elopiformes
Gadiformes
Holoptychius
Leptolepiformes
Lutianus
Myripristis
Neobythites
Ogilbia
Ophidiiformes
Palaeogadus
Palaeonisciformes
Perciformes
Chaetodipterus faber
Percoidei
Trachinoidei
Pholidophoriformes
Platysomoidei
Ptycholepiformes
Pycnodontiformes
Taxonomic System: In-House Natural History
Scientific Name: Chaetodipterus faber
Common Name: Atlantic Spadefish
Parent: Chordata; Osteichthyes; Actinopterygii; Perciformes
Level Name: Family
Identification: Silvery with 4 to 6 black vertical bands on each side deep. Bands are sometimes obscured in older fish. Flattened body with separated first and second dorsal fins / concave caudal fin / anterior rays of second dorsal fin and anal fin elongated. Mouth small, the maxilla of adults ending beneath nostrils; no teeth on roof of mouth.
Description: Disk-shaped fish with a very blunt snout. Irregular, bold, blackish, vertical bands that fade with age. Spawns in spring and summer. Young Atlantic spadefish are almost totally black and look like the spade found on a deck of cards. They reach 75% of their length at 5 years
Chaetodipterus faber
Ephippidae
Copy Term
Copy Hierarchy
Use variation
Link
Cancel

Taxonomy Browser

Open the Taxonomy Browser

To open the Taxonomy Browser:

- Select Tools, Hierarchy Browsers, Taxonomy Browser from the menu.

Accessing the Taxonomy Browser does NOT automatically link terms to a record. In Anchor fields, the Taxonomy Browser simply copies a classification into the current field. If you wish to create hierarchical links between the Taxonomy Authority and other Mimsy XG records, enter the terms in the "Linked Taxonomy" Flexi-Fields in any Authority.

If you have already used the Taxonomy Browser in your current log-in session, the browser will open to the last classification chosen. This will disappear when you log out.

Taxonomy Browser Components

The Taxonomy Browser has five main components: the Search In / Search For fields, Taxonomic Tree, Taxonomy List, Taxonomy Definition, and Taxonomy Variations. There are also two Buttons (COPY and COPY HIERARCHY) used to copy and link terms to the Thesaurus.

Search in/Search for
The Search in and Search for fields are used to indicate where you are in the tree, and to search for values.

When you click on Taxonomic terms in the tree, the Search in field displays a text version of the Taxonomic hierarchy. The Search for field may be used to search for a given classification term within the Taxonomy Authority. Searching the Taxonomy Authority is helpful when you do not know where a term falls within a hierarchy or are not sure of the preferred name for the specimen.

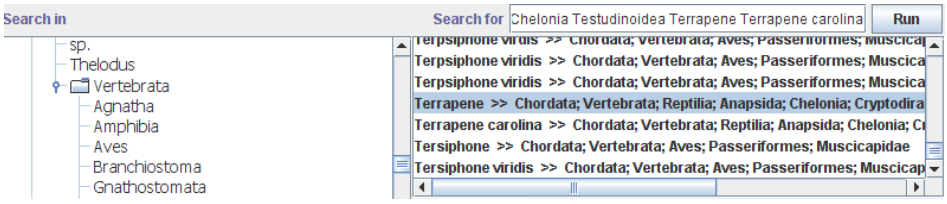
When using the Search for Term field to search the Taxonomy Authority, Mimsy XG searches the current open branch of the Taxonomy. If you are in the Aves hierarchy and search for "Ranidae" nothing is returned. Running the same search across the full Taxonomy Authority returns a record under the Chordata classification. If the search returns no terms and you are positive it exists, try clicking on the Taxonomy Browser and re-running the search.

To use the Search For Field to Search the Taxonomy Authority:

- Open the Facility Browser.
- Click (or TAB) into the Search For field.
- Enter a full or partial term. You may use wildcards. For example, "Rana" or "Rana%," or "%Rana%."
- Press F8 or hit RUN. There is no menu equivalent to this.
- The Taxonomy Browser displays any matching terms the Taxonomy Term List (upper right pane).

If there is no matching record, Mimsy XG displays a message: "Your search retrieved no records. Modify your criteria and try again." The Taxonomy Browser will re-display.

Taxonomy Tree
If you highlight text before you open the Taxonomy Browser or search for a term within the Thesaurus, the Taxonomy List displays any matching terms.



Term List (Right Pane)

Clicking on a term in the Taxonomy List automatically opens the tree to the corresponding term and displays the definition of the term in the Term Definition pane.

Taxonomy Definition
When you click on a term in the Tree, a summary of the record information displays in the Taxonomy Definition pane.

Scientific Name: Terrapene carolina
Common Name: Eastern box turtle
Parent: Chordata; Vertebrata; Reptilia; Anapsida; Chelonia; Cryptodira; Testudinoidea; Emydidae; Terrapene
Level Name: Species
Source: Linnaeus 1758
Source Date: 1758
Reference Number: 500.67
Description: Subspecies of a group of hinge-shelled turtles native to the Eastern seaboard of the United States. The t. carolina has a high, domed shell with a dark brown or black background and variagated yellow or orange spots. Males have red eyes while femailes have brown eyes.
Habitat: Decidious forests with moist floors
Range/Distribution: Maine to Florida; Michigan/Texas to Eastern Seacoast

Taxonomy Definition

Taxonomy Variations

Under the Taxonomy Definitions, there is a listing of Taxonomy Variations. Some users may wish to link variations to the record instead of the preferred term.



Term Variations

To link a variant name to the record:

- Check the Use Variation flag.
- Click on the Taxonomy Variation name.

To enable or disable the ability to link a Taxonomy Variation to a record, modify the ALLOW_VARIANTION_SELECTION_LIST System Setting in the System Module to include the TAXONOMY table.

Copy Term Only

After using the Taxonomy Browser to select the appropriate term, click the COPY TERM Button to enter the term into the current field. "Copy Term" enters the specific taxonomy record you have selected and ignores the rest of the hierarchy string. For example, selecting Copy Term within the hierarchy "Reptilia/Chelonia /Testudinoidea/Terrapene/Terrapene carolina" enters "Terrapene Carolina" in the field.

Copy Hierarchy

After using the Thesaurus Browser to select the appropriate term, click the COPY HIERARCHY Button to enter the term and all of its broader terms into the current field. For example, xlicking "Copy Hierarchy" enters "Reptilia/ Chelonia/Testudinoidea/Terrapene/Terrapene carolina" into a field.

Link To Set
The Link to Set Button (labeled Link at some site), connects the current term to all Authority records displayed in the query.

Copy Taxonomy or Taxonomy Hierarchy Into a Field

The Taxonomy Browser may be used as a lookup tool. Once you verify the definition and spelling of a term, copy the correct data into the field using the Copy Term or Copy Hierarchy functions. Copying terms and hierarchies does NOT link them to the Thesaurus Authority.

To look up / copy a Taxonomy term (no link is created):

- Click in a field.
- Enter the full or partial term. You may use wildcards. For example, "Terrapene," or "Terrapene%" or "%Terrapene %."
- Highlight the term.
- Open the Taxonomy Browser by selecting Tools, Hierarchy Browsers, Taxonomy Browser.
- Terms that match your search criteria display in the Taxonomy List. If no records match your search criteria, the Taxonomy List is blank. HINT: If you search for a term and the Tree does not refresh, click once on the corresponding Taxonomy folder in the Tree. Mimsy XG always searches the open branch of the tree for a term. Clicking the Taxonomy folder resets your search for the entire Taxonomy.
- Navigate to the correct term.
- Click COPY to enter the exact term into the current field. EXAMPLE: clicking "Terrapene carolina" enters the word "Terrapene carolina" in the field.

  OR

- Click COPY HIERARCHY to build a data string with the corresponding Thesaurus term and the broader terms linked to it. EXAMPLE: clicking "Terrapene carolina" enters the string "Reptilia/Chelonia/Testudinoidea/Terrapene/ Terrapene carolina" in the field.

Link Record to Taxonomy Authority

If you are in the Linked Terms Flexi-Fields, use the Thesaurus Browser to create an explicit link to a Thesaurus Authority record. Creating a link to the Thesaurus Authority enables users to search on broader terms and retrieve any records linked to narrower terms. For example, searching for the broader term "Terrapene" returns records linked to narrower terms such as "Terrapene Carolina."

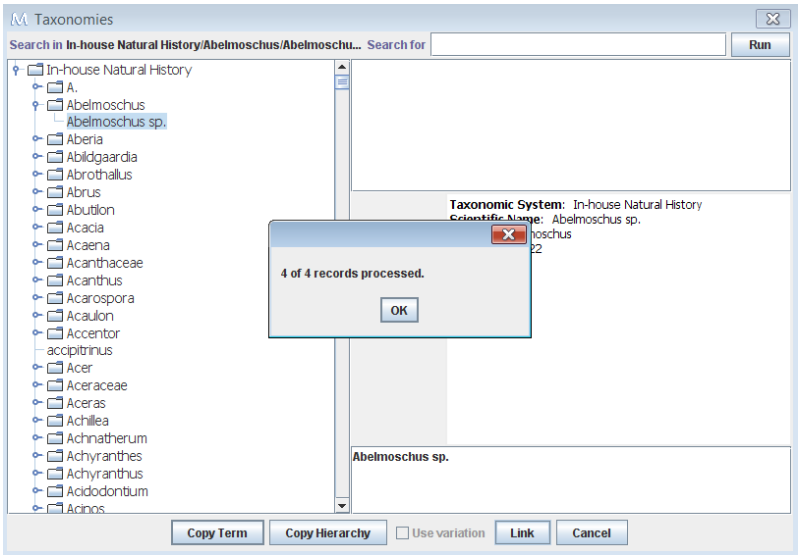
Detailed instructions for creating a link to a Thesaurus Authority records are provided in the *Linking to a Taxonomy Record* in the *Linking to Authorities* chapter.

Link to Authority

The Taxonomy Browser may also be used to link a Taxonomy to a set of records in a different authority. To link a Taxonomy record to a group of Authority records:

- Open a set of records in the Authority that you want to link to.
- Find the Taxonomy record that you want to link.
- Hit the LINK button.

You will get a message indicating that the Taxonomy record has been linked to all the records in the set.



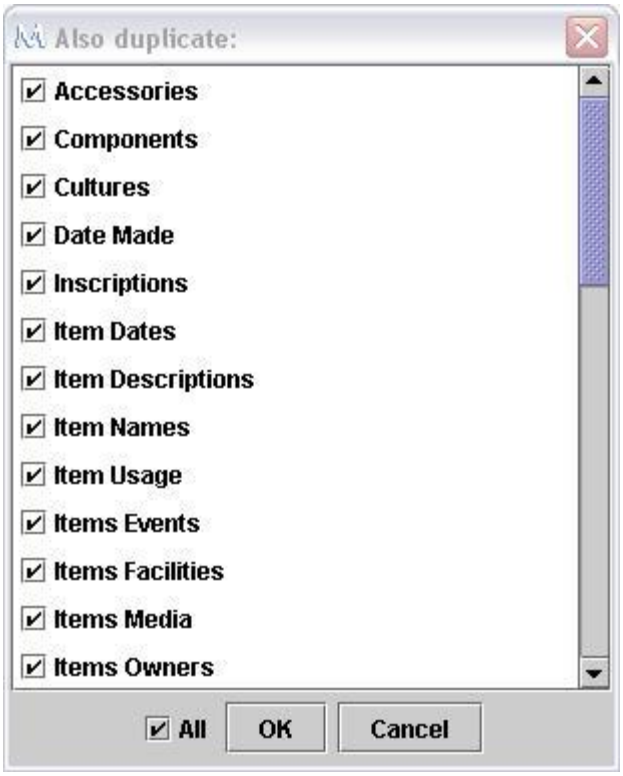
Using LINK in Taxonomy Browser

Duplicate A Record

If the records you are adding are very similar, you may want to make a complete copy of an existing record and just change any data that is different in the new record. Mimsy XG's ability to make a complete copy of a record is not limited to new records. You may use an old record as a model for new data entry.

To duplicate an entire record:

- Move to the model record (the record to use as a template).
- Click in an Anchor field.
- Select Record, Duplicate Record from the menu (or press F4).
- A window displays listing all of the primary child tables attached to the model record (the Flexi-Fields and Link Ledger entries). Please note that links to Transaction Activities (Acquisitions, Loans, etc.) will not be copied.



Duplicate Child Fields

- Check any entries that should be copied to the new record. If you are duplicating multiple records, MXG automatically defaults to the last set of checked child tables. To select all tables at one time, check the ALL flag. You may uncheck any tables you do NOT want copied.
- A message displays asking for the new ID Number, Name, etc. for the copied record. This field is called the identifier.
- Enter the new identifier for the record.
- Click OK or press ENTER.

All of the data in the Anchor fields and the selected child tables will be copied to the new record.

At the time of installation, all Parent fields are included in the record duplication. You may configure the duplication to ignore certain Parent fields (e.g. Description). To make these changes, contact your System Administrator.

Change the Identifier

When you copy a record, the cursor will remain in the identifying field for the record. Depending where you are in the system, the identifying field varies. For example, in the Objects Authority, the identifying field is the ID Number; in the People Authority, the identifying field is the Preferred Name.

For duplicated records, Mimsy XG will append "dupe" at the end of the identifying field of the copied record. In some cases, like in the Objects Authority where each record must have a unique ID Number, you may need to assign a new identifying value to the copied record. In other cases, like the People Authority where two individuals can have the same name, you can backspace over the “dupe” suffix.

Copy Fields / Duplicate Fields

When you create a series of records that are similar, it is possible to copy the value from a field in the previous record to the new record you are adding. This is helpful when objects consist of the same materials, or objects attached to an activity share the same status dates. Rather than re-type the same data values over and over, you can access one of the Copy Field functions.

Copy Anchor Fields

If an Anchor field is copied, the Copy Field functionality copies the data exactly as it was entered in the previous record. This is called a record-to-record copy.

To copy the same field value from the previous record:

- Select Field, Duplicate Field from the menu (or Press F3).

To copy the same field value from a single record to multiple records:

- Select Field, Duplicate Field to Set from the menu (or Press CTRL+SHIFT+F3).

Copy Child Fields in a Transaction Activity

If Child Field in a Transaction Activity is copied, Duplicate Field To Set functionality may be used to update all other child records associated with the Activity.

To copy the same field value from a single record to multiple records:

- Select Field, Duplicate Field to Set from the menu (or Press CTRL+SHIFT+F3).

Copy Flexi-Fields to Another Record

It is possible to copy the Child section of one record to another. This is an excellent way to copy authority links from record to record or add loan venues.

To copy a Flexi-Field:

- Open the Flexi-field.
- Add all necessary information.
- Select File, Save from the menu (or press F10).
- Select Record, Copy to Set from the menu (or press the Copy to Set icon).
- Repeat for additional entries in the Flexi-field.

NOTE: the Copy to Set functionality works for one Flexi-field at a time. You must save the first entry, and then copy it. If you try to copy multiple entries at one time, only the last entry will be copied to all of the records.

Copy Flexi-Fields or Grid View Fields in Current Record

In Flexi-Fields and Grid View Fields, the "previous" field is pulled from the record displayed above the current row.

To copy the same field value from the same field in the previous row:

- Select Field, Duplicate Field from the menu (or Press F3).

Cut and Paste / Copy and Paste

Data may be copied from any field in the system to any other field by using the Copy and Paste functions. Use the same actions to copy and paste data from any word processing program, html document, etc. into Mimsy XG.

To copy or cut text, then paste the data in a new field:

- Highlight the text.
- Select Edit, Copy from the menu (or press CTRL+C) or Edit, Cut from the menu (or press CTRL+X).
- Move to the field where the data will be pasted.
- Select Edit, Paste from the menu (or press CTRL+V).

Find Text

To search for a string within a record or record set:

- Select Edit, Find (or press CTRL+F).
- Enter the text string to search.
- Mimsy XG searches through all records retrieved in the current query. To restrict the search to a single record, click CURRENT ROW.
- Click the FIND NEXT Button to search for the next occurrence of the string.

  OR
- Click the FIND PREVIOUS Button to search for the last occurrence of the string.

Today's Date

To enter today's date in a date field:

- Press F9.

Expand Box

If the "box" for a data field does not display the entire contents of the field, it is possible to expand the area of display.

To expand a field:

- Select Field, Expand Box.
- Press CTRL+E.

You can resize and reposition the Expand Box on your screen by placing your cursor on the sides, then dragging up, down, left, or right. The length of a field may be less than the size of an Expand Box. If this is the case, the box will only accept the number of characters for which the field has been defined.



You may adjust the space in the forms allotted for each field. To permanently change the height of a field, see your System Administrator.

Change Alignment

If a data value is in a language that is read right to left, change the alignment of the field by selecting Field, Change Alignment or pressing CTRL+SHIFT+O.

Spell-Check

There are three default dictionaries in Mimsy XG: a user dictionary, a "correct" dictionary, and an "accent" dictionary. The user dictionary is the standard dictionary file. The correct dictionary is a list of common misspellings for terms and their "correct" spellings. The "accent" dictionary contains words like "cliché."

To access the Spell-Check functionality in any Mimsy XG module:

- Select Tools, Spell Check from the menu (or click the Spelling Button or press F2).

The Spell-Check functionality operates in the same manner as standard word processing programs and will check the entry for the field where the cursor is located.

Replace Term

If a potential error is identified:

- If the term is not in the Change To field, scroll down the list of Suggestions. Click on the appropriate word replacement to update the Change To field. You may also manually edit the Change To field.
- To replace the single occurrence of the word with the term in the Change To field, click the Change Button.
- To replace all occurrences of the word with the term in the Change To field, click the Change All Button.

Leave Term Alone

- To leave the single occurrence of the word "as is", click IGNORE.
- To leave all occurrences of the word in the current record "as is", click IGNORE ALL.
- To "skip" the rest of the field you are in, click the IGNORE FIELD.
- To add the word to the Mimsy spelling dictionary so that it is no longer considered an error, select the dictionary name and click ADD. NOTE: we recommend that you select the userdictionary.tlx file when you add terms.
- Click CANCEL to exit the Spell-Check.

Find and Replace

To search for the occurrence of a term:

- Select Edit, Find (or press CTRL+F).
- Replace is only available in Grid View. To replace the occurrence of a term while in Grid View:
- Select Edit, Replace in Grid from the menu.

Chapter 11 - Search Concepts

You can search (query) your database using two methods: Basic Searches and Advanced Searches. This chapter focuses on introductory query concepts for both methods that you may find helpful.

In this chapter you will learn about:

Definition of Search Types – Basic and Advanced
Introduction of Search Concepts
Review of Search Operators (= , > , <, AND, OR, NOT)
Instructions for Running A Basic Search

To learn more about Basic and / or Advanced Searches, refer to the *Basic Searching* or *Advanced Searching* chapters of this manual.

How Does A Search Work?

A search, or query, is a question that is sent to the database. The database interprets the question and sends the right records back to the user. When a query is submitted, Mimsy XG calculates how many records will be returned and sends you a message letting you know what to expect. Once this message is returned, you can cancel the search or wait for the records to display on your computer.

Search Terminology

There are certain terms and concepts associated with searching. Familiarity with this information will increase your accuracy and efficiency when you search for information.

Basic Search

The simplest method of searching your database is a Basic Search. Basic Searches search the Anchor fields in the Parent section of a record. They are called "basic" since they apply to the primary fields displayed on-screen.

Advanced Search

Advanced Searches are more powerful than Basic Searches. Advanced Searches are usually used to search the data in Flexi-Fields, Grids, and Link Ledgers (child sections of records). Since these queries search fields that may not appear on the screen you have open, they are called "advanced."

Search Criteria

Search criteria specify which records you wish to retrieve from the database.

Operators (Boolean and Logical)

An Operator is the part of your search criteria that tells the database how your question should be interpreted. There are two types of Operators: Comparison Operators (also known as Relational Operators) and Logical Operators (sometimes called Boolean operators).

Hits

The records a query retrieves are referred to as "hits."

Case-Insensitive / Case-Sensitive

Mimsy XG may be configured to run case-insensitive or case-sensitive (exact case) searches. Case-sensitive searches find terms entered as-is. For example in an case-sensitive search, searching for "painting" retrieves all records where "painting" is entered in lower-case. It does not retrieve "PAINTING" or "Painting."

"Case-Insensitive" searches retrieve records if the search term is found in any case format. In a case-insensitive search, searching for "painting" retrieves "PAINTING," "painting," or "Painting." Mimsy XG searches default to case insensitive so that you may enter search criteria in uppercase, lowercase, or a combination of uppercase and lowercase.

To turn case-sensitivity on or off:

- Select Search, Case-insensitive Search from the menu.

There will be checkmark in front of the menu option to indicate that the search is case-insensitive. If there is no checkmark, the search will be case-sensitive.

Wildcards

Wildcards are characters that can be used in combination with your search criteria to retrieve records when you may not know the exact value you a looking for. The wildcard character in Mimsy XG is the percent sign (%). They can be placed before, after, or around search criteria.

Leading Wildcards

Wildcards placed in front of search criteria are called leading wildcards. Searching for OBJECT NAME like %photograph finds any records where the OBJECT NAME is or ends with photograph:

- photograph
- color photograph

Trailing Wildcards

Wildcards placed at the end of search criteria are called trailing wildcards. Searching for OBJECT NAME like photograph% finds any records where the OBJECT NAME is or begins with photograph:

- photograph
- photographs
- photography
- photograph, black-and-white

Double Wildcards

Wildcards placed in front and at the end of search criteria are called double wildcards. Searching for OBJECT NAME like %photograph% finds any records where the OBJECT NAME contains photograph.

- color photograph
- photograph
- photographs
- photograph, black-and-white photograph

Alternate Fields

If the Alternate Fields search option is selected, Mimsy XG searches Anchor fields and pre-configured Flexi-Fields. An example of an Alternate field search is searching the ID Number field at the same time the Other Numbers Flexi-Fields are searched.

To search the alternate field associated with the Anchor Field:

- Select Search, Search Alternate Fields.

There will be checkmark in front of the menu option to indicate that the count function is on. If there is no checkmark, the child counts do not display. This feature may be activated by default upon login; however, this will increase your query retrieval times. NOTE: the System Administrator is able to configure and add fields to the Alternate Field Search.

Cancel Search

To cancel a search:

- Select Search, Cancel Search from the Menu (or press SHIFT+F7).

It may take a few seconds for Mimsy XG to process your request for a cancelled query.

Sorting

The simplest sorting method is the Quick Sort option. Quick Sort sorts the records in ascending or descending order according the values in a single column.

Quick Sort

To sort by a single field in the Parent section of a record:

- Click in the field.
- Click the A-Z or Z-A button.

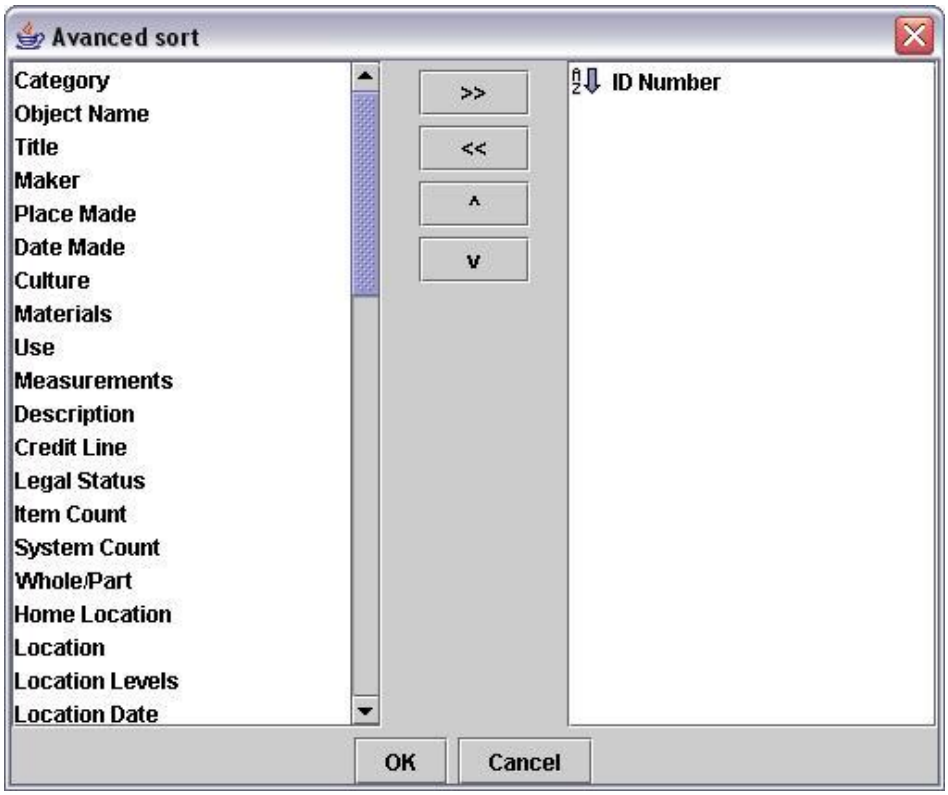
The records will automatically display in the preferred sort order. The sort order will be not be applied to the next query.

Advanced Sort

Records may be sorted using one or more fields from the Parent section of the record. Sort functionality must be activated prior to running a search since Mimsy XG must know which records to return before it can order them. Once you add a sort, the sort will stay active for the duration of your Mimsy XG session or until it is removed (whichever happens first).

To sort records using Advanced Sort:

- Select Search, Apply / Remove Sort from the menu (or press CTRL+ALT+F8).
- The Sort Window displays with the Parent Fields available in the current module.
- Click on a field in the left column. You may select more than one field at a time by holding the CTRL key as you click on your selections.
- Click the >> Button to add the field(s) to the Sort column.
- The right column displays the Sort fields.



- The sort defaults to A – Z. To change the sort direction to Z – A, click the sort field.



Change Sort Direction

- Click OK (or press ENTER).
- Run a query to return the records in sorted order.
- To change the order of sort fields, use the ^ and V buttons.

Once you add an Advanced Sort, the sort will stay active for the duration of your Mimsy XG session or until it is removed (whichever happens first).

Remove Advanced Sort

To remove a Sort:

- Select Search, Apply / Remove Sort from the menu (or press CTRL+ALT+F8).
- Click on the field in the right column to remove. You may select more than one field at a time by holding the CTRL key as you click on your selections.
- Click the << Button to remove the field(s) from the Sort column.
- Click OK (or press ENTER).

Record Count

The number of Parent records retrieved by a query is automatically displayed in the Count field in the Toolbar.

Child Count

The number of child records retrieved by a query may be displayed to the right of an Anchor Field Tag (between the Field Tag and the Field itself). This count may be turned on or off. The count option selected activates when a query is run.

To turn Child Count on or off:

- Select Search, Child Counts On from the menu.

There will be checkmark in front of the menu option to indicate that the count function is on. If there is no checkmark, the child counts do not display. This feature may be activated by default upon login by your System Administrator.

Count Only

It is possible to determine the number of records that meet search criteria without retrieving the actual data.

To turn the Count Only function on or off:

- Select Search, Count Only from the menu.
- Run the search.
- A message displays with the number of records that meet the search criteria.
- Click YES to run the query and display the records.

  OR
- Click NO to return to query mode and run your next query.

There will be checkmark in front of the menu option to indicate that the Count Only function is on. If there is no checkmark, the query automatically displays all retrieved records.

Comparison / Relational Operators

Comparison Operators specify how two values are compared to see if a record should be retrieved by a search. Examples of Comparison Operators are equal to, not equal to, like, not like, greater than, greater than / equal to, less than, and less than / equal to.

Equal To (=)

Using the Equal To (=) Comparison Operators finds data where values match exactly.

Notice that you don't actually enter the "=" sign when running the search. Mimsy XG automatically processes the search as an "equal to" query unless the search specifies otherwise.

Contains

Using the Contains Operator finds records where the search criteria occur anywhere in the field. The Contains Operator is invoked by using wildcards. In Mimsy XG, the wildcard is a percent sign (%). Contains searches are different from Equals searches in that they search for pattern matches.

The Contains Operator is only used to search fields in the Parent section of a record.

Not Equal To (<>) / Does Not Equal

Using the Not Equal To (<>) Comparison Operators finds data where values do not match at all. This operator is the exact opposite of Equal To (=).

Greater Than (>)

Greater Than (>) Comparison Operators are usually used with numbers or dates to find data where the records have a data value that exceeds the search criteria.

Greater Than / Equal To (>=)

The Greater Than / Equal To (>=) Comparison Operator is a combination of Equal To and Greater Than. It is usually used with numbers or dates to find data where the records have a data value that exceeds OR is equal to the search criteria.

Less Than (<)

Less Than (<) Comparison Operators are usually used with numbers or dates to find data where the records have a data value that is lower than the search criteria.

Less Than OR Equal To (<=)

The Less Than OR Equal To (<=) Comparison Operators combines two comparison operators. It is usually used with numbers or dates to find data where the records have a data value that is lower than OR is equal to the search criteria.

Between

The Between Operator finds values that are in a range of values. Between is typically used to find records that fall within a certain set of dates or numbers. For example, loans due between January 1, 2006 and June 1, 2008, or objects insured for £20,000 – £25,000.

Is One Of

The Is One Of Operator finds records where the exact value in a field is in a list of values entered by the user. Is One Of is typically used to retrieve a discrete list of records. For example, display all records where the Created By value is one of SELAGO; SMITH; KERR.

Is Not One Of

The Is Not One Of Operator is used to find records where the exact value in a field does NOT equal any of the values listed.

Is Empty

Use the Is Empty Operator to return records where there is no data in a field.

Is Not Empty

The Is Not Empty Operator returns any records where the field contains any data at all regardless of the value.

Exists

The Exists Operator is only used to search fields in the child sections of records. Exists is slightly different than Contains because Exists is specifically used to retrieve records where a value appears in a repeatable field.

The Exists Operator may be used with wildcards (%).

Does Not Exist

The Does Not Exist Operator is only used to search fields in the child sections of records. Does Not Exist retrieves records where a value does NOT appear in any of the repeatable values being searched.

The Does Not Exists Operator may be used with wildcards (%).

Free Text

The Free Text Operator is used to search fields that have been indexed using Oracle's InterMedia tool. InterMedia indexes long text fields for faster record retrieval. The standard Mimsy installation does not include any InterMedia indexes on fields. If your System Administrator adds InterMedia indexes, you must use Free Text to search these fields. No other Operators may be used to search InterMedia fields.

The Free Text operator is used without wildcards.

Boolean Operators

If your query has more than one search criteria (uses more than one Comparison Operator), you will need to use a Logical Operator to tell Mimsy XG how to process your request. Logical Operators (sometimes known as Boolean Operators) allow you to apply multiple Comparison Operators during a single search. The Comparison Operators are joined by using the Logical Operators AND, OR, and NOT.

The Logical Operators used in Mimsy XG are:

- AND
- OR
- NOT

When you have a combination of NOT and AND and OR operators, the NOT operators are evaluated first, next AND operators are evaluated; then the OR operators are evaluated.

The chart below describes how each operator works.

Logical Operator	Meaning	Search Results

AND	find the records that satisfy the search criteria in field x AND the search criteria in field y find the records that satisfy search criteria 1 AND search criteria 2 in field x	find all the items that are categorized as furnishings AND are made by Martin Phillipson find all the items made of wood AND metal
OR	find the records that satisfy the search criteria in field x OR the search criteria in field y find the records that satisfy search criteria 1 OR search criteria 2 in field x	find all the items that categorized as furnishings OR are made by Martin Phillipson find all of the items made of wood OR metal
NOT	find the records that do NOT satisfy the search criteria in field x	find all the items that are NOT furnishings

AND Searches

AND searches find records that meet every search criteria entered. When you run an "AND" search, you ask Mimsy XG to find records that meet search criteria 1 AND search criteria 2 AND search criteria 3, etc.

When you search in more than one field using a Basic Search, you are automatically performing an AND search.

OR Search

When you conduct an "OR" search you ask Mimsy XG to find records that meet search criteria 1 OR search criteria 2 OR search criteria 3, etc. Records only need to meet one of the multiple search criteria to be included in the record set.

If you want to run an OR search, you will use an Advanced Search. Basic Searches do not process OR searches.

NOT

NOT searches exclude records from your search. When you conduct a "NOT" search you ask Mimsy XG to find records that have any other value except for the value specified.

If you want to run NOT search, you will use an Advanced Search. Basic Searches do not process NOT searches.

Keeping Operators Straight

It can be confusing trying to sort out which operator to use in a query. Try remembering that OR retrieves MORE records; AND retrieves LESS.

Many people accidentally use AND when they really mean OR. For example, if you want to find all of the paintings and posters in your collection, use the OR operator. The OR operator indicates that if the record is a painting *or* a poster, it will be returned. Running the same query with AND would return no records since an object cannot be a painting *and* a poster at the same time.

Chapter 12 - Basic Searching

Searching for records in Mimsy XG can be done using several query methods. The simplest and most straightforward method is a Basic Search. Basic Searches search fields in the Parent Section of a record. They are called "basic" since they apply to the Anchor, or primary, fields.

In this chapter you will learn about:

When to Run a Basic Search
Basic Search Examples

Basic Searches are run in three simple steps: begin the search, enter the search criteria, and execute the search. Mimsy XG will return any records that meet your search criteria or alert you that no records have been found.

When to Run a Basic Search

Use a Basic Search to search one or more Anchor fields when there is only one criterion applied to each field.

- Find all Objects Authority records where the Materials field contains "porcelain" **AND** the Category = "Decorative Arts."
- Find all Loan Activity records where the Institution = "Graham Gallery" **AND** the End Date is after January 1, 2020.
- Find all of the People Authority records where the Source flag is set to "Y."

You will use Advanced Searches to search Flexi-Fields, Link Ledgers, and Grids.

Run a Basic Search

Basic Searches are performed using three steps: put the screens in Search Mode, enter search criteria, and run the search. NOTE: some Basic searches require the use of the hash mark (#). The hash mark is used with any string search which includes a symbol (<,>,<>,!) or with searches using explicit text operators (IN, NOT)

To query the database using a Basic Search:

- Select Search, Basic Search (or press F7 or click the Search Button).
- Enter the Search Criteria. Use wildcards (%) as needed.
- Run the query by selecting Search, Run Search (or press F8 or click the Run Button).
- A message displays reading "Fetching X records" with a progress bar. If you wish to cancel the search at this point, click CANCEL, otherwise wait for the records to be returned.
- The retrieved records will display.

No Records Found

If your search criteria do not retrieve any records, Mimsy XG displays the following message:

Your Search Retrieved No Hits. Modify your criteria and try again.

If you receive this message:

- Click the OK Button.
- Mimsy XG automatically re-displays your retrieve spec.
- Click in a field to modify your search criteria and re-run the query.

  OR
- Select Search, Cancel Search from the Menu (or press SHIFT+F7).
- NOTE: sometimes you may get a message that no records have been retrieved even though you are certain the records are in the database. If this happens, check with your System Administrator to see if your view has a filter on it. Filters

"hide" certain records from standard searches (e.g. only show records from the Permanent Collection – not Deaccessioned objects). If you have security rights to filtered records, you may override the filter by putting a % in the field where the filter has been applied and re-running the search.

Run Last Basic Search

To re-run the last query:

- Select Search, Basic Search (or press F7)
- Select Last Basic Search (or press F7).
- The criteria from your last search display.

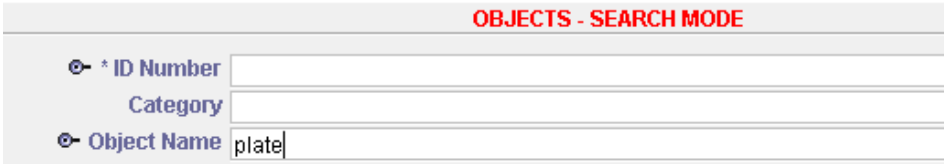
At this time, you may edit the criteria or run the search as-is.

Query Examples

Basic Searches cannot search for two values in the same field. To find records that contain two search terms in the same field, use an Advanced Search.

Equal To (=)

Please note that you don't actually enter the "=" sign when running an "Equal To" Basic Search. EXAMPLE: find the plates in the collection.

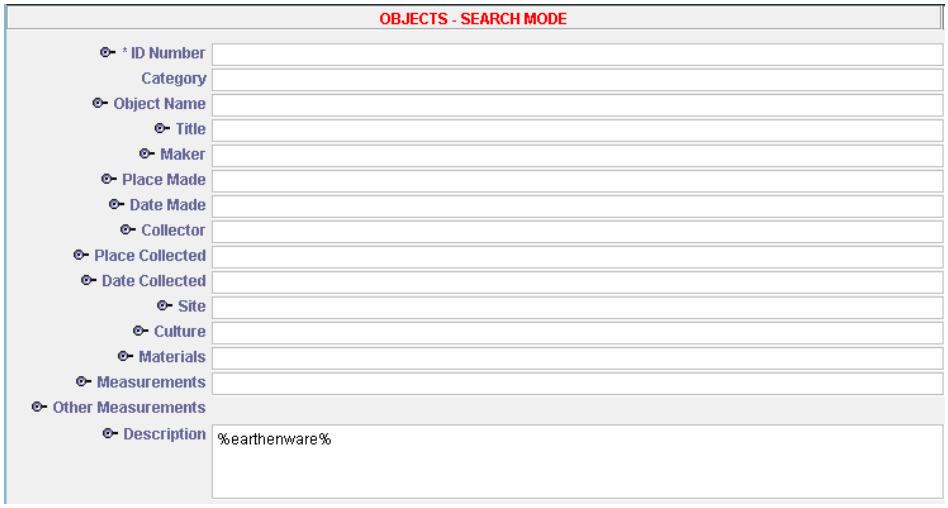


Equal To Basic Search

NOTE: this is an exact search. Records where the object name is "Plates" would not be retrieved. To find "plate" and "plates," run a Contains search.

Contains

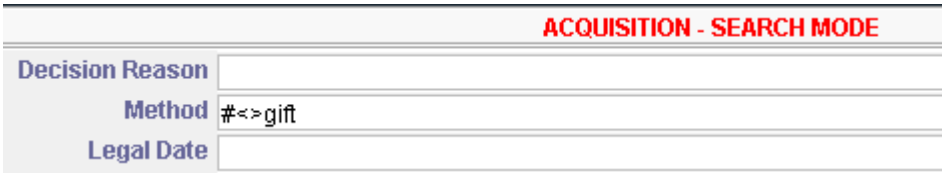
Contains searches are different from Equal To searches in that they use wildcards to find records where the search term occurs anywhere in the field. EXAMPLE: find all records where the word "earthenware" appears anywhere in the Description.



Contains Basic Search

not equal to (<>) / does not equal

Use Not Equal to find records where the records do NOT equal the search term. Not Equal To searches require the hash mark (#). EXAMPLE: find all acquisitions that are NOT gifts.



Not Equal To

Greater Than (>)

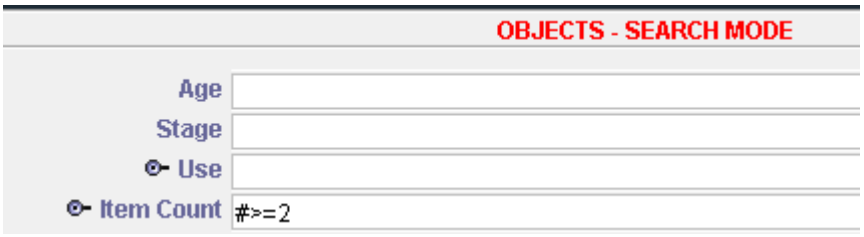
Greater Than retrieves all records where the value is greater than the one entered. Greater Than searches require the hash mark (#). EXAMPLE: find all Loans beginning after January 1, 2005.



Greater Than

Greater Than / Equal To (>=)

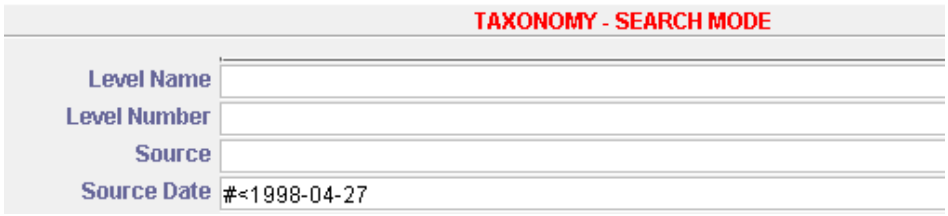
The Greater Than / Equal To (>=) retrieves all records where the value is greater than or equal to the one entered. Greater Than / Equal To searches require the hash mark (#). EXAMPLE: find all objects where the Item Count is at least 2.



Example of Greater Than or Equal To

Less Than (<)

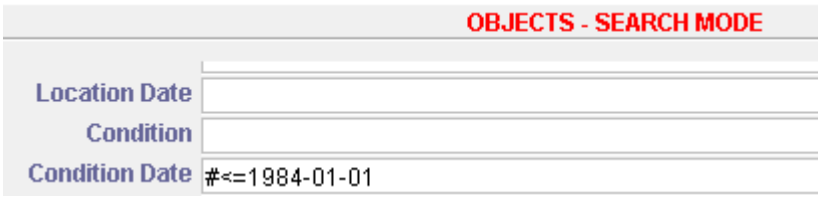
Less Than (<) searches retrieve records where the field value is less than the one entered. Less Than searches require the hash mark (#). EXAMPLE: find all Taxonomic Terms identified prior to April 27, 1988.



Example of Less Than Search

Less Than OR Equal To (<=)

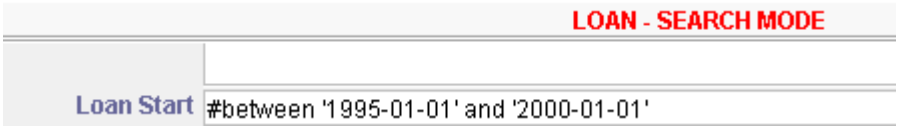
The Less Than OR Equal To (<=) searches retrieve records where the field value is less than or equal to the one entered. Less Than / Equal To searches require the hash mark (#). EXAMPLE: Find all objects where the date of the last condition review is on or prior to January 1, 1984.



Example of Less Than or Equal To

Between

The Between Operator finds values that are in a range of values. EXAMPLE: find loan due between January 1, 2006 and June 1, 2008.



Between

Is Null

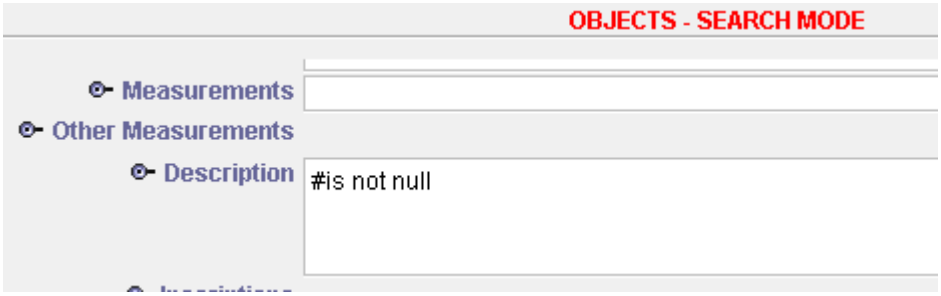
Use the Is Empty Operator to return records where there is no data in a field. EXAMPLE: find all records where the Legal Status value hasn't been filled in.



Is Null

Is Not Null

The Is Not Empty Operator returns any records where the field contains any data at all regardless of the value. EXAMPLE: find all objects with a Description.



Example of Is Not Null

Chapter 13 - Advanced Searches

Advanced Searches are used to search Flexi-fields, Link Ledgers, and Grids.

In this chapter you will learn about:

Building Advanced Searches
Saving Advanced Searches
Re-Running Searches
Examples of Advanced Searches

Advanced Searches also help you build very specific searches on data that appears in multiple fields, Activities, and Authorities.

When to Run an Advanced Search

Advanced Searches are always used to search the Flexi-Fields, Link Ledgers, and Grids (child sections of records). They may also be used to search Anchor fields and Parent sections of the records.

Use an Advanced Search to search fields when there are multiple criteria applied to a single field or the search criteria uses the OR Logical operator

- Find all Objects Authority records where the Materials field contains "gold" **AND** "silver."
- Find all Loan Activity records where the borrower is equal to "Graham Gallery" **OR** "Graham, Sylvia"
- Find all Acquisitions where the "Smith Family" donated funds towards purchase, but **NOT** the object itself.
- Find all People Authority records where the Link Ledger contains ID Number "1999.H.269."

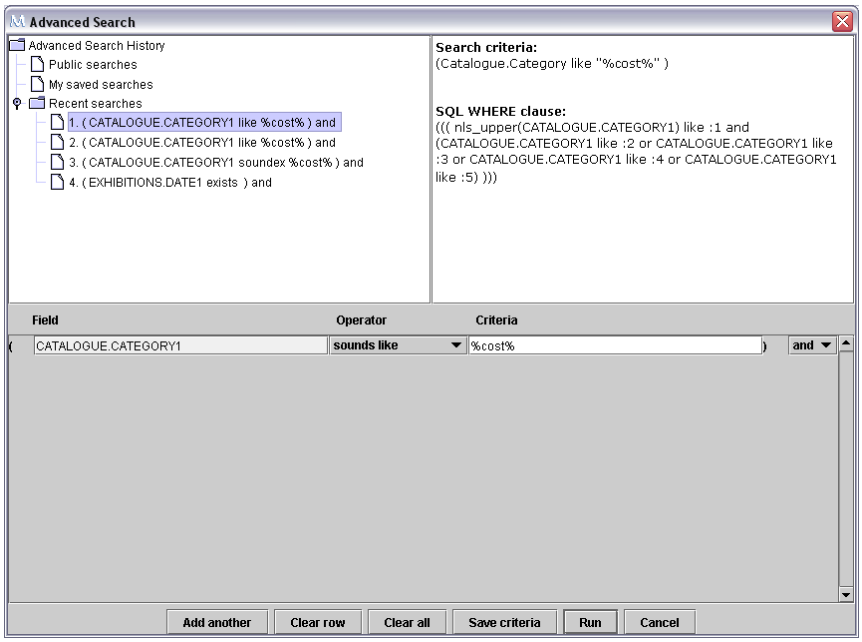
Open Advanced Search

To access Advanced Search features:

- Select Search, Advanced Search (or press CTRL+ALT+F7).

Advanced Search Form

Advanced Searches use a special 3-section form to process searches.



Advanced Search Form

Saved and Recent Searches

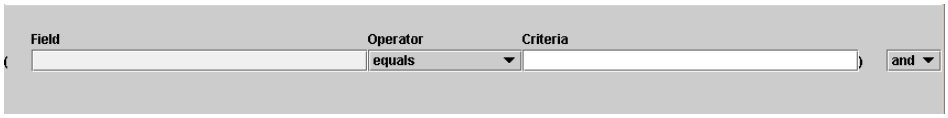
The top left quarter of the form contains a list of searches. The "Public Searches" and "My Saved Searches" folders contain searches built and saved during a previous Mimsy XG session. The "Recent Searches" folder contains searches run during the current session. If you save a search and flag it as Public, it will appear in your My Saved Searches folder; for everyone else, it will appear in the Public Searches folder.

Search Details

The top right quarter of the form contains information about a search. To access the information, select a search from the left. The "Search Criteria" reveals the full text of the search, while the "SQL Where Clause" tells you the SQL code used by the search. Some users find this helpful when recreating search criteria in reports in Crystal.

Search Builder

The Search Builder helps you select module and field(s) to search, define what type of search to run, and enter a value for which to search.



Search Builder

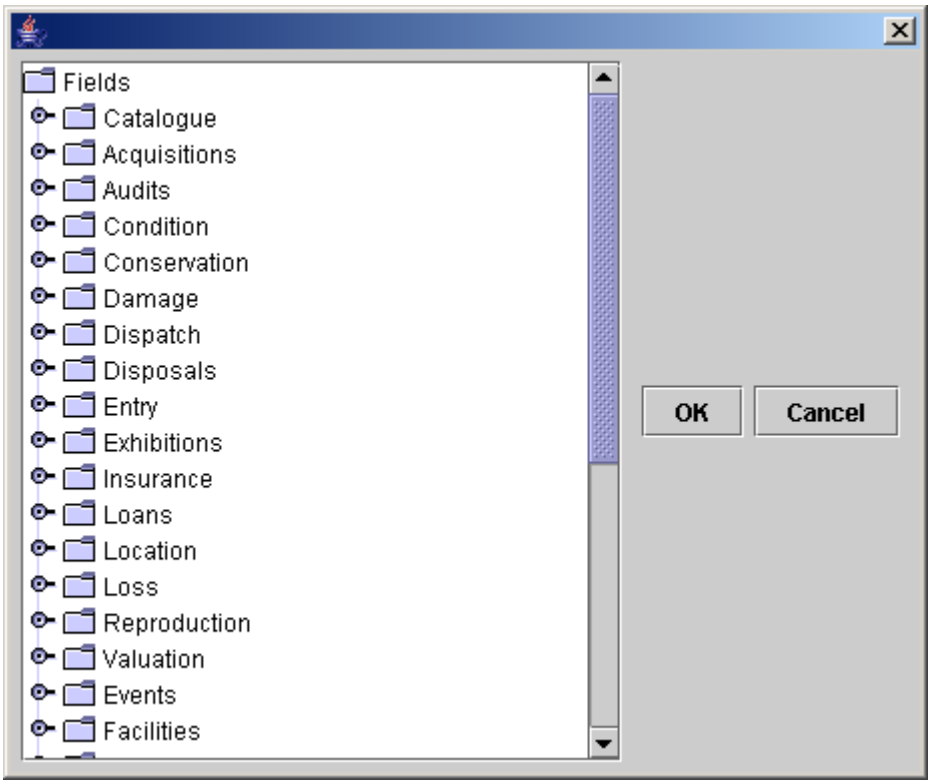
Field

The Field column tells Mimsy XG which Activity and Activity field or Authority and Authority field to search.

To open the Field List:

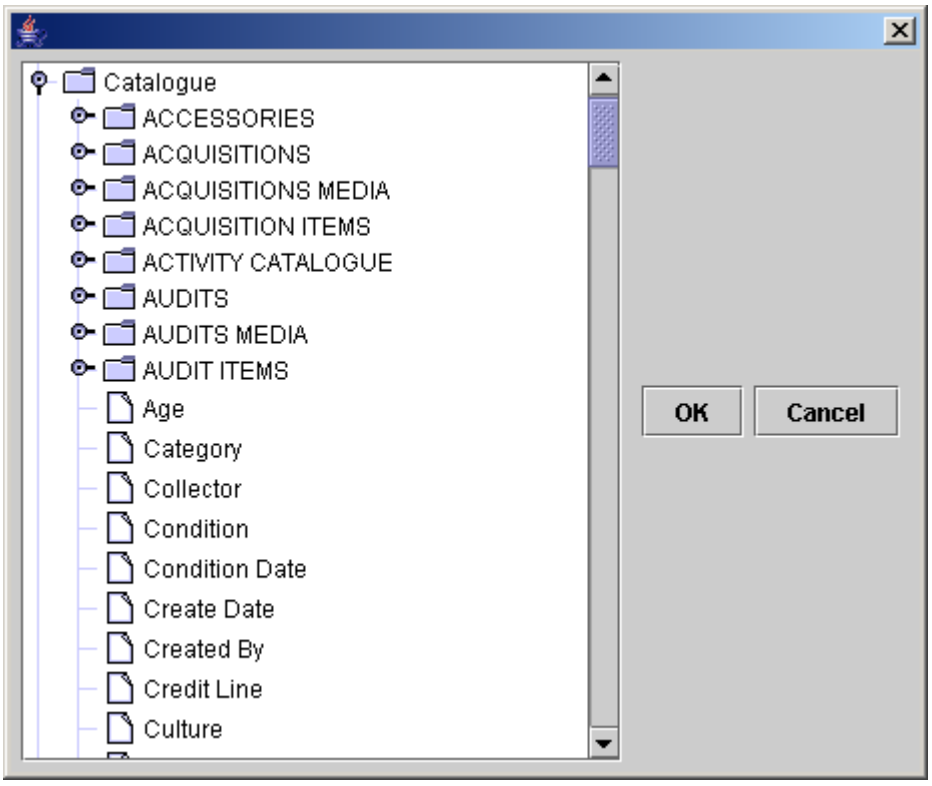
- Click in the Field Column.
- Press F9.
- The Field List displays.

The field list is organized by module.



Field List

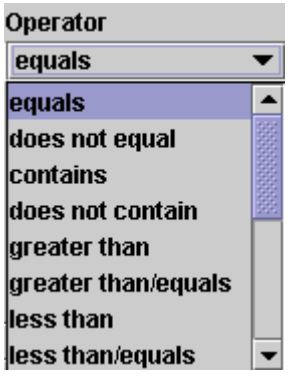
Clicking on a lever to the left of a folder displays the searchable fields in the Activity or Authority. All Parent (Anchor) fields are listed first, followed by the Flexi Fields. All fields are displayed in alphabetical order.



Field List For Object Authority

Operator

The Operator dropdown list determines what kind of search will be run (equals, contains, etc.).



A definition of each of the Search Types appears in the *Comparison Operators / Relational Operators* section in *Search Concepts* chapter. If you would like to change the display of the Operators, you may do so in the Text Area of the System Module.

Criteria

The Criteria field specifies what requirements the records must meet in order to be retrieved.

Relational Operator

The Relational Operator dropdown list defines how multiple search criteria work together.

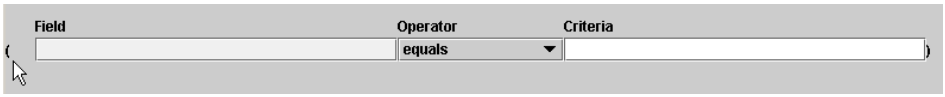


Relational Operator (Connector)

AND specifies that all criteria must be met. OR specifies that only one of the criteria in multiple rows must be met.

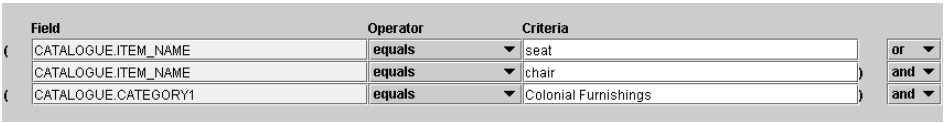
Parenthesis

Each row in the Search Builder is surrounded by parenthesis. The parenthesis are automatically entered when a new row is added to the Search Builder, but they can be added or removed by clicking to the left and / or right of the row.



Parenthesis

The parentheses are used to tell Mimsy XG the order in which search criteria should be evaluated. For example: imagine you wanted to find all records where the Object Type was "seat" or "chair" and the Category = Colonial Furnishings. First you want to find all of the seats and chairs; out of that grouping, you wish to find the Colonial Furnishings. The search would be configured as illustrated below.



Criteria Order Example

By placing parenthesis around the first two rows, the user tells Mimsy XG to evaluate those criteria first. After that, Mimsy XG moves on to the next criteria.

Using the Search Builder

There are four steps to using the Search Builder.

1) Select a module and field to search.
2) Define the search type.
3) Enter the search value.
4) Connect search criteria.

The Search Form is made up of multiple rows. Each row contains one search criterion.

Step 1: Select a Field to Search
In Advanced Searches, you will select a field in an Activity or Authority to search. There are two ways to select the field: from a list or by typing the field name.

Select Field From List
To select an Advanced Search field from the List:

- Click in the Field Column.
- Press F9.
- The Field List displays.
- Click on the appropriate folder to navigate to the field you wish to search.
- Double-click the field to add it to the Query Form.

Select Field by Typing
To select an Advanced Search field by typing the field name:

- Click in the Field Column.
- Type the table to be searched with a dot (.) with the field to be searched.
  EXAMPLE: CATALOGUE.MATERIALS.

Step 2: Define the Operator (Search Type)
The Operator column contains a dropdown list of all of the searches that may be run.

- Select an operator from the list.

Step 3: Enter the Criteria (Search Value)
The Criteria column contains the data you are searching for.

- Click or TAB into the Search Value column to enter the search criteria. HINT: press F9 to access the terms in the field's Pop-Up List.

Step 4: Connect Search Criteria
When a search has more than one part, use Logical Operators tell Mimsy XG how the criteria should be applied. Searches with more than one part will have two or more rows in the Search Form.

To add a second search criteria:

- Click the ADD ANOTHER button.
- A new row displays.
- Enter your search criteria.

To review definitions of each of the Logical Connectors, refer to the *Logical Connector* section of the *Search Concepts* chapter.

HINT: Remember that OR retrieves MORE records; AND retrieves LESS. To find all tables and chairs, use the OR operator. The OR operator indicates that if the object is a table *or* a chair, it will be returned. Running the same query with AND would return no records since an object cannot be a table *and* a chair at the same time.

Read through the search criteria and logical connectors to make sure that the structure of your query will provide the record set intended. In some instances, row order of the search criteria will affect which records are retrieved.

Modify a Search

If you wish to modify your current search or a saved search, use the ADD ROW and CLEAR ROW buttons.

To add search criteria to the Search Builder:

- Click in any row.
- Press the ADD ANOTHER button.

To remove a single search criterion from the Search Builder:

- Click in the row where you want to remove the criterion.
- Press the CLEAR ROW button.

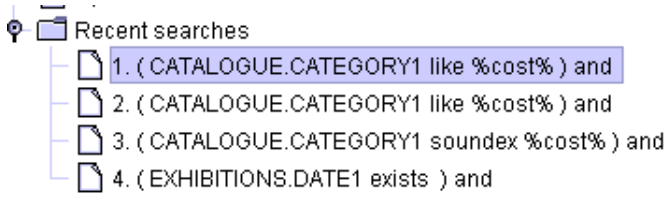
To remove all search criteria from the Search Builder:

- Press the CLEAR ALL button.

Recent Search List

To re-run a recent search:

- If not already on-screen, open the Advanced Search Form.
- Under Recent Searches, click on the search you want to run.


Recent searches
1. (CATALOGUE.CATEGORY1 like %cost%) and
2. (CATALOGUE.CATEGORY1 like %cost%) and
3. (CATALOGUE.CATEGORY1 soundex %cost%) and
4. (EXHIBITIONS.DATE1 exists) and

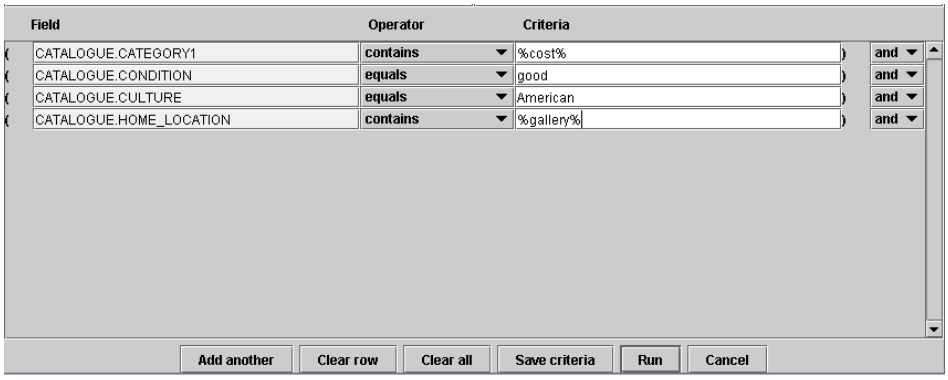
Recent Search

- Mimsy XG automatically enters your search criteria in the Search Builder.
- Run the query.

Save A Search

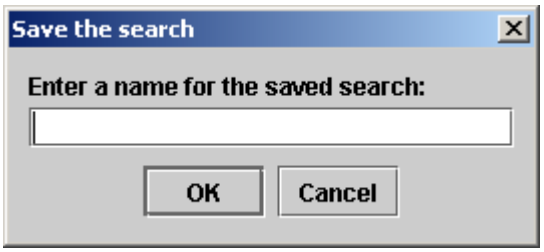
To save a recent search:

- If the search is not already displayed in the Search Builder, click on the grey button to the left of the search you wish to save.
- Mimsy XG automatically enters your search criteria in the Search Builder.
- Click the SAVE CRITERIA button.



Save Recent Search

- The Name Search window displays.



Name Search

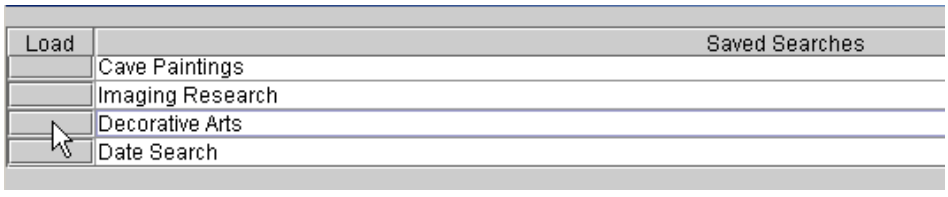
- Enter a name for the search.
- Click OK.
- The Public Search message displays.
- Click YES to share the search with other users OR click NO to keep the search private.

NOTE: the search displays in the Saved Searches List the next time you begin a MXG session (log out and back in).

Run A Saved Search

To re-run a saved search:

- If not already on-screen, open the Advance Search form.
- Under Saved Searches, click on the search you wish to run.



Load a Recent Search

- Mimsy XG automatically enters your search criteria in the Search Builder.

- Run the search.

HINT: if you would like to share your search with other users, contact your System Administrator. The Search can be added to the Public Searches configuration in the System Module.

Delete a Saved Search

To delete a saved search:

- Under the Saved Searches Heading, click on a search.
- Press SHIFT+F6.
- OR right click on the search and choose DELETE from the menu list.
- Mimsy XG displays the following message: "Are you sure you want to delete this record?"
- Click the YES button

Stopping a Query

If you want to stop the query before records are returned:

- Select Search, Cancel Search from the menu (note: this only works when in Form View).

  OR

- Press SHIFT + F7 (note: this only works when in Form View).

  OR

- If you are in Advanced Search, click the CANCEL button.

Mimsy XG displays the following message:

- Your Search has been canceled.
- Click the OK Button.

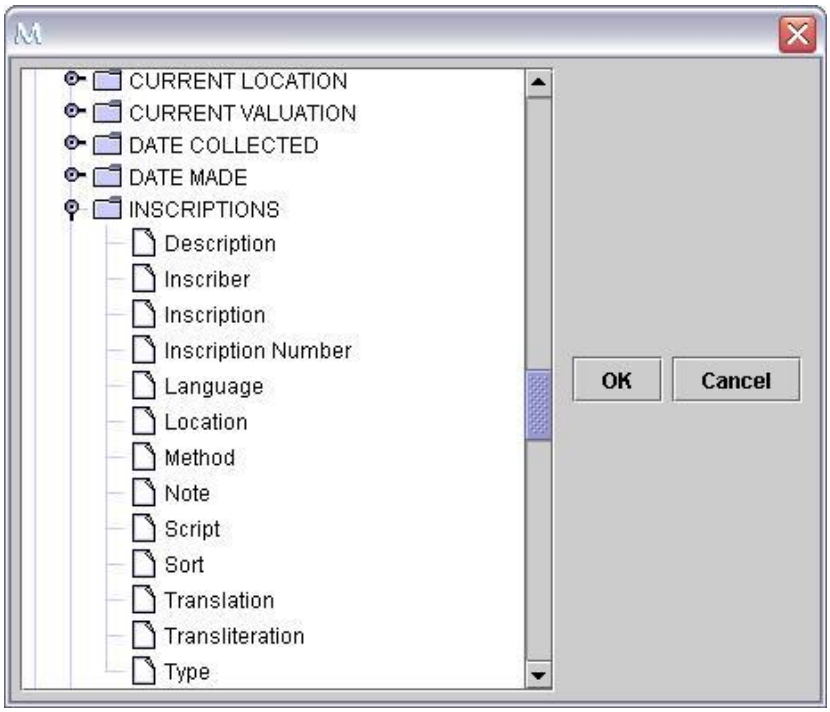
The query will be canceled and you will be returned to the form. There is no way to cancel a query once the query has begun (you have pressed F8, clicked the SEARCH button, or selected Search, Run Search from the menu).

Advanced Search Examples

Although this chapter may use a particular Activity or Authority to illustrate an Advanced Search, the same search features and functionality exist for Advanced Searches regardless of what module the queries are run in.

Equal To (=)

Equal To (=) finds data where values match exactly. EXAMPLE: find all objects with an inscription that is a signature.



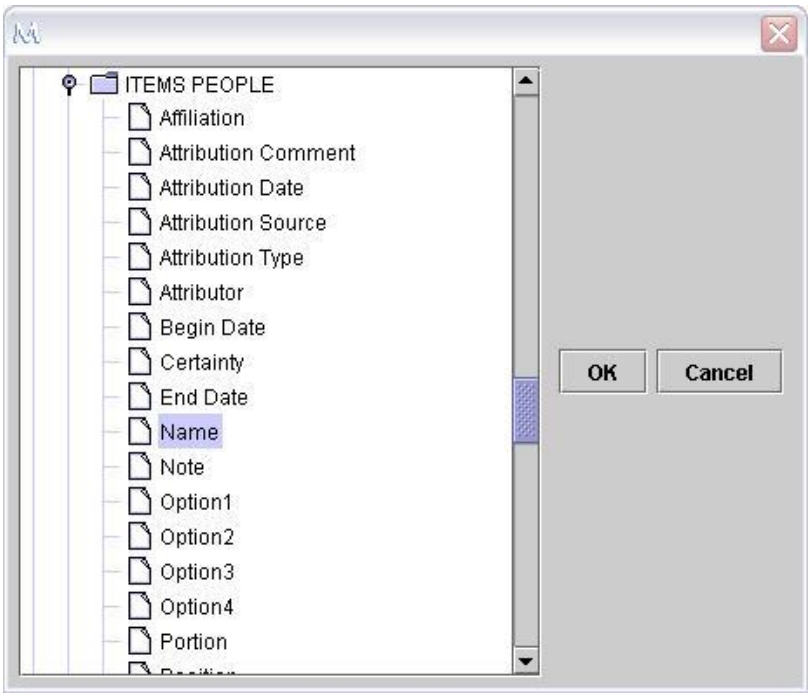
Advanced Query Field for Inscription Type (within the Catalogue folder)



Equal To Advanced Search

Contains

Contains finds records where a term occurs anywhere in a field. You must use wildcards (%) with this type of search. EXAMPLE: find all objects where the Related Person contains %Rembrandt%.



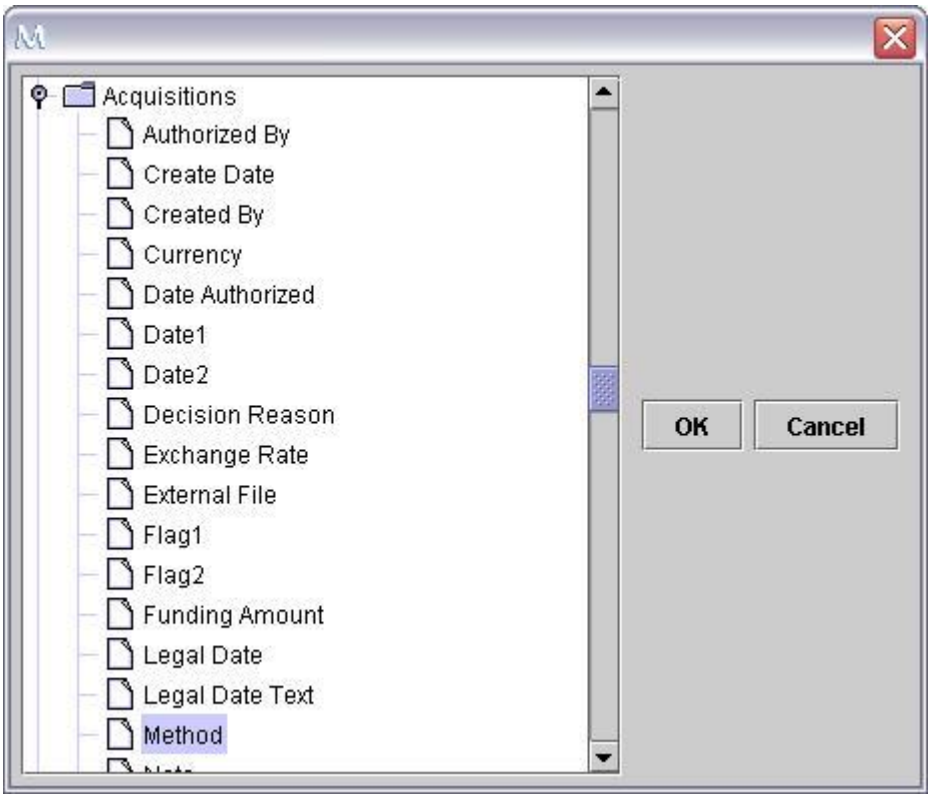
Related Person Advanced Query Field (within the Catalogue folder)



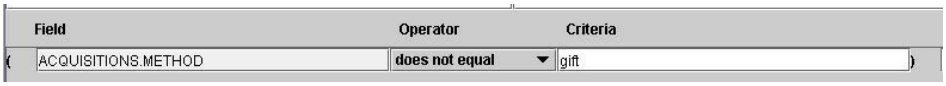
Contains Advanced Search

Not Equal To (<>) / Does Not Equal

Using Not Equal To (<>) finds data where values do not match at all. EXAMPLE: In the Object Authority, show all objects that were NOT acquired as gifts.



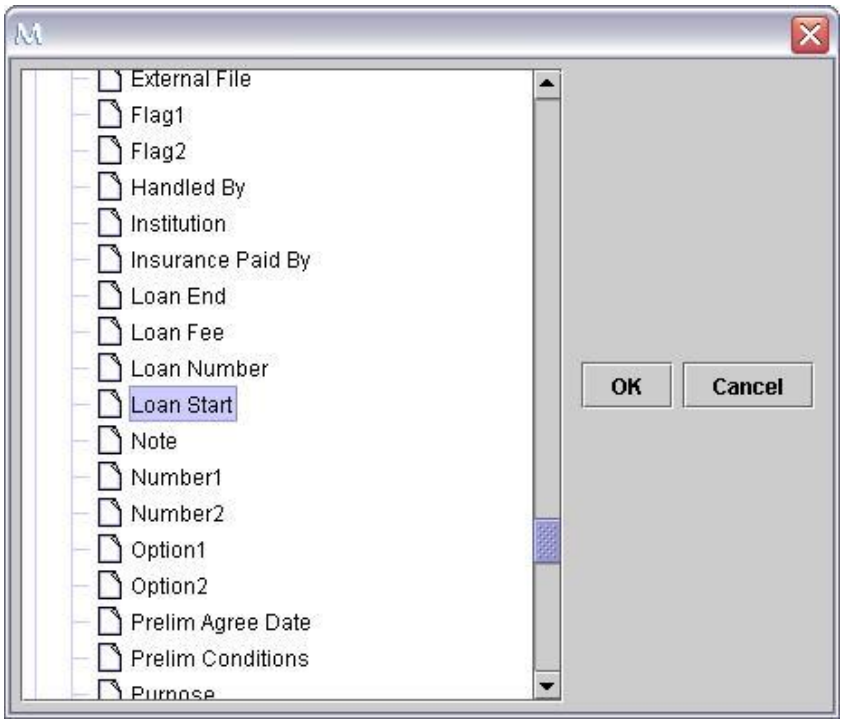
Acquisitions Method Advanced Query Field (within the Catalogue folder)



Does Not Equal Advanced Search

Greater Than (>)

Greater Than is usually used with numbers or dates to find data where the records have a data value that exceeds the search criteria. EXAMPLE: In the Object Authority, find any object going out on loan after May 11, 2006.



Loan Start Advanced Query Field (within the Catalogue folder)

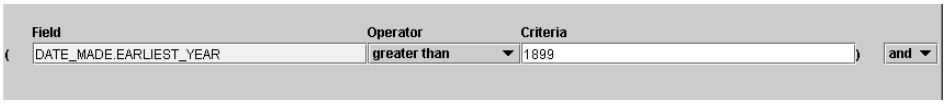


Greater Than Advanced Search

Greater Than / Equal To (>=)

Greater Than / Equal To (>=) is usually used with numbers or dates to find data where the records have a data value that exceeds OR is equal to the search criteria. EXAMPLE: In the Object Authority, find all objects where the earliest year the object could have been made was 1900.

Earliest Year Advanced Query Field (within the Catalogue folder)



Greater Than Advanced Search

Less Than (<)

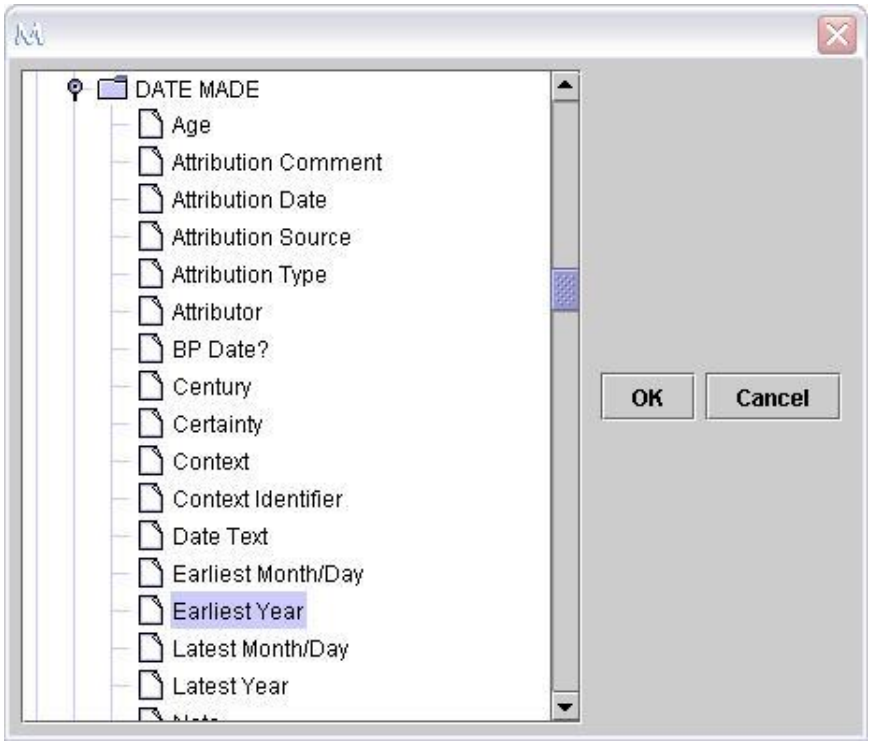
Less Than (<) Comparison Operators are usually used with numbers or dates to find data where the records have a data value that is lower than the search criteria.

Less Than OR Equal To (<=)

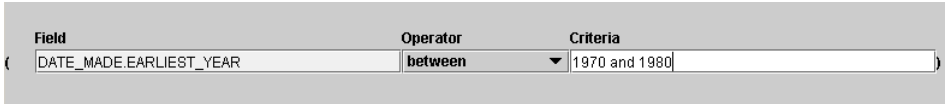
The Less Than OR Equal To (<=) Comparison Operators combines two comparison operators. It is usually used with numbers or dates to find data where the records have a data value that is lower than OR is equal to the search criteria.

Between

The Between Operator finds values that are in a range of values. Between is typically used to find records that fall within a certain set of dates or numbers. For example, all objects created between 1970 and 1980.



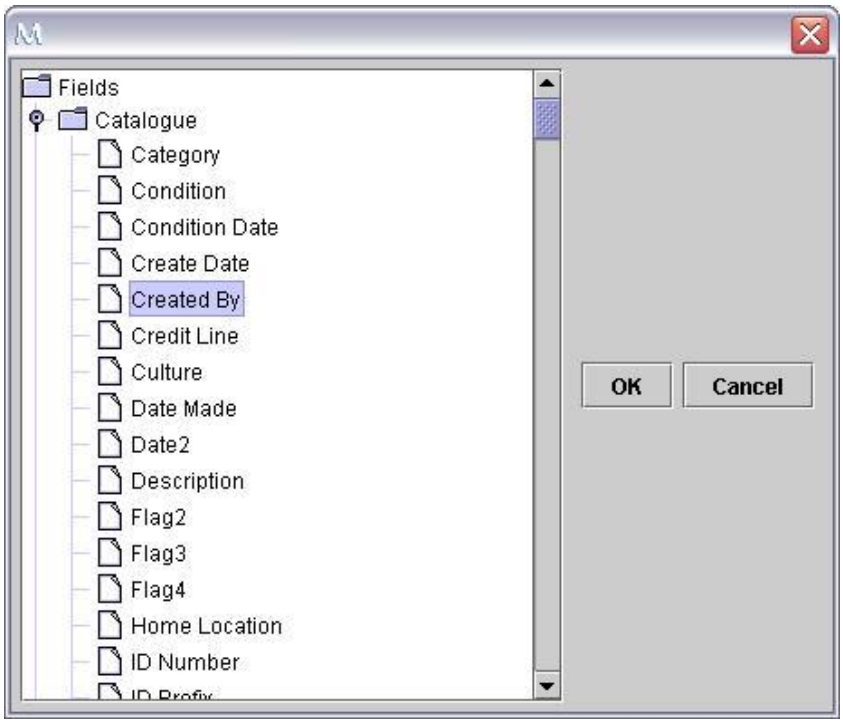
Date Made Earliest Year Query Field (within the Catalogue Date Made folder)



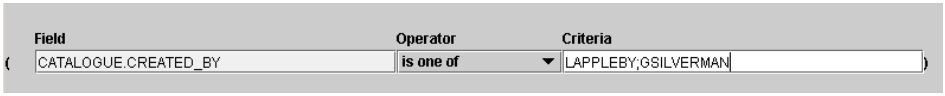
Between Advanced Search

Is One Of

The Is One Of Operator finds records where the exact value in a field is in a list of values entered by the user. Is One Of is typically used to retrieve a discrete list of records. For example, display all records where the Created By value is one of SELAGO; SMITH; KERR.



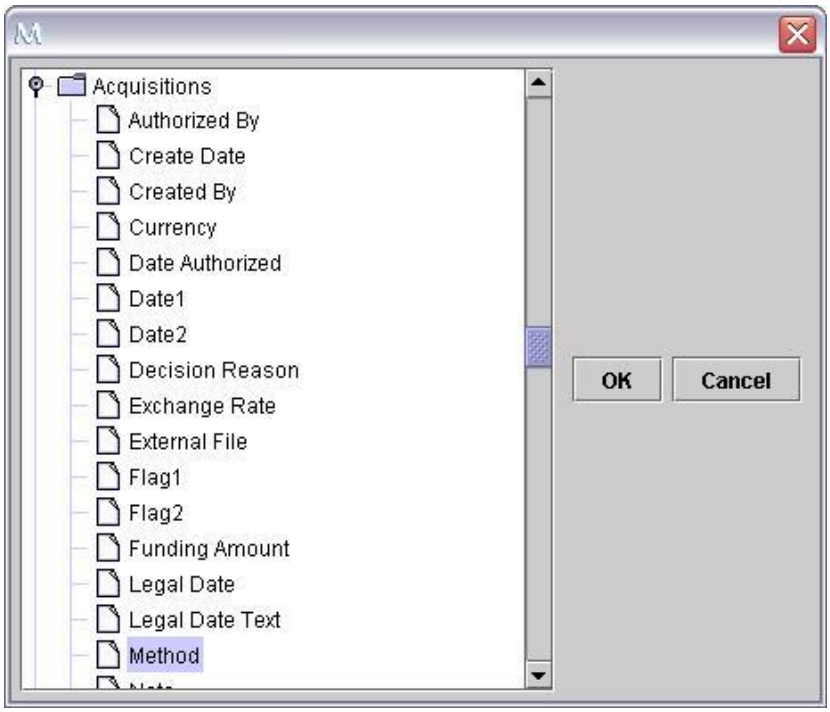
Created By Advanced Query Field (within the Catalogue folder)



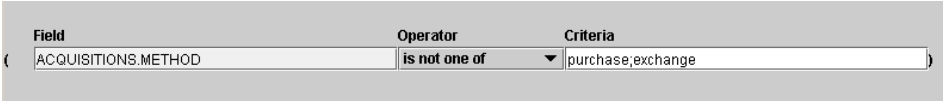
Is One of Advanced Search

Is Not One Of

The Is Not One Of Operator is used to find records where the exact value in a field does NOT equal any of the values listed.



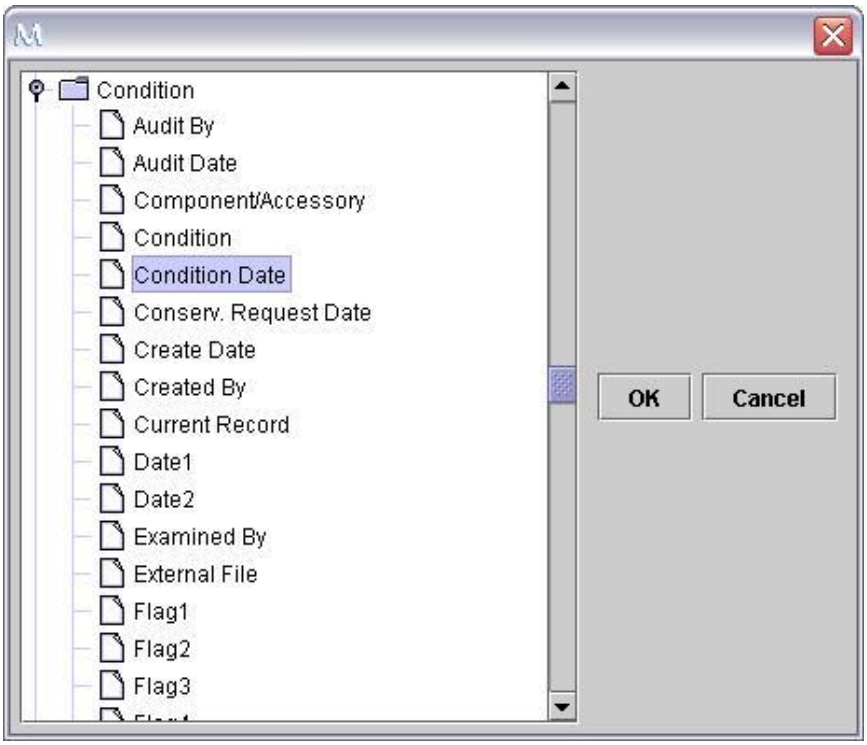
Acquisition Method Query Field (within the Acquisition folder)



Is Not One Of Advanced Search

Is Empty

Use the Is Empty Operator to return records where there is no data in a field. EXAMPLE: find all records where there is Condition Activity record, but no Condition Date.



Condition Date Advanced Query Field (within the Condition folder)



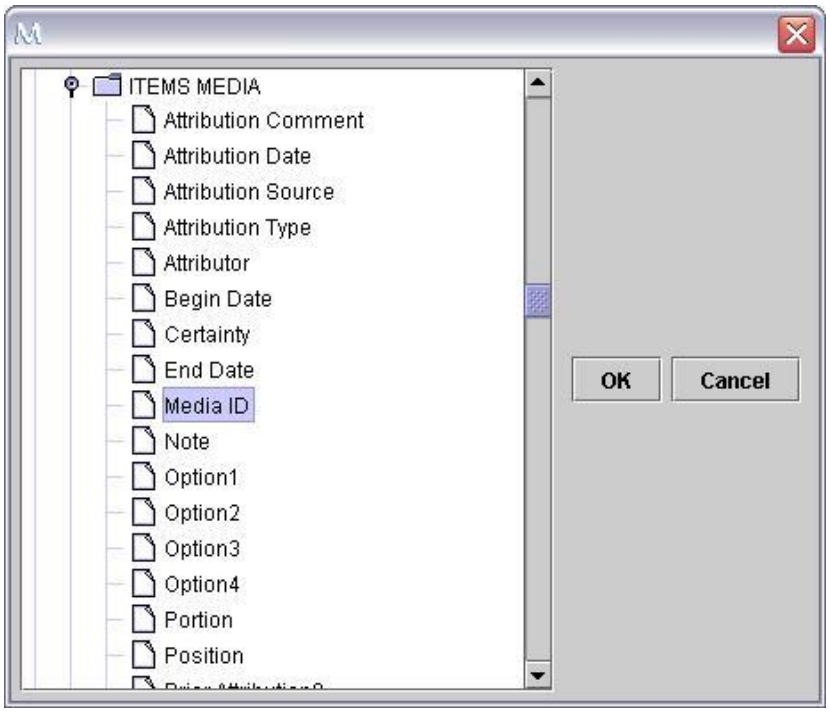
Is Empty Advanced Search

Is Not Empty

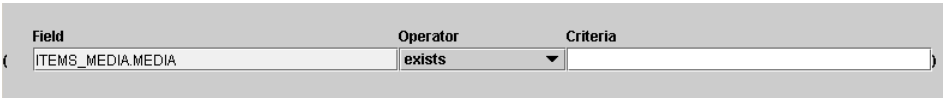
The Is Not Empty Operator returns any records where the field contains any data at all regardless of the value.

Exists

The Exists Operator is only used to search fields in the child sections of records. Exists is slightly different than Contains because Exists is specifically used to retrieve records where a value appears in a repeatable field. EXAMPLE: display all objects with a Related Image.



Media ID Advanced Query Field (within the Catalogue, Items Media folder)

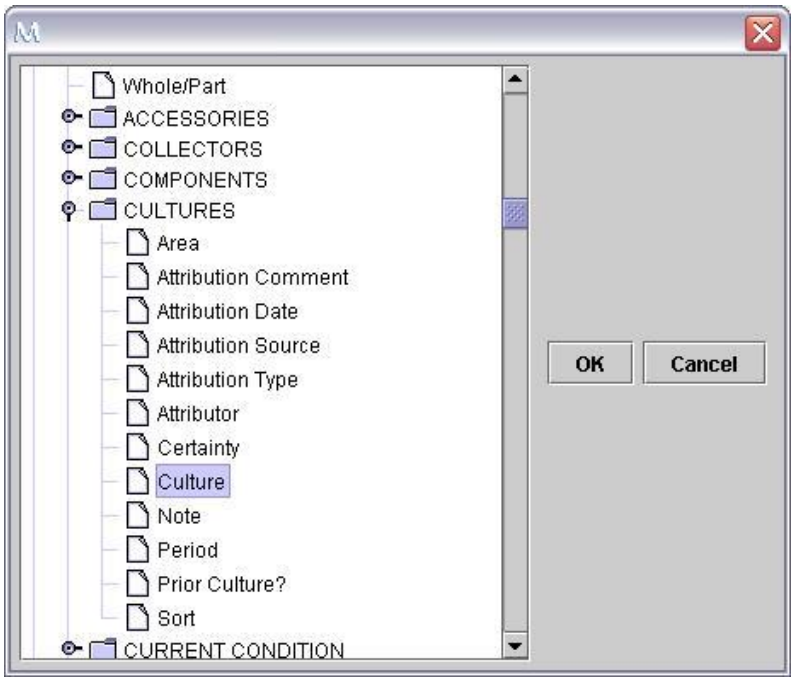


Exists Search

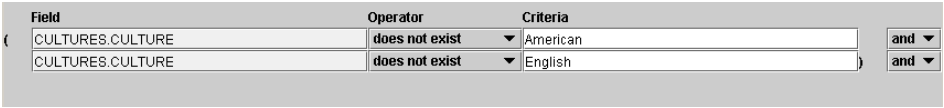
The Exists Operator may be used with wildcards (%).

Does Not Exist

The Does Not Exist Operator is only used to search fields in the child sections of records. Does Not Exist retrieves records where a value does NOT appear in any of the repeatable values being searched. EXAMPLE: In the Object Authority, find all objects NOT associated with "American" or "English" culture.



Advanced Query Field for Culture (within Catalogue folder)



Does Not Exist

The Does Not Exist Operator may be used with wildcards (%).

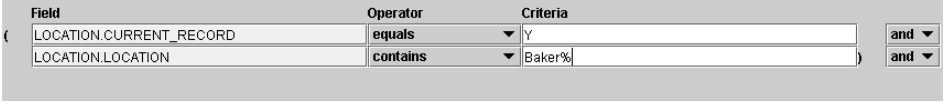
Free Text

The Free Text Operator is used to search fields that have been indexed using Oracle's InterMedia functionality. InterMedia indexes long text fields for faster record retrieval. The standard Mimsy XG installation does not include any InterMedia indexes on fields. If your System Administrator adds InterMedia indexes, you must use Free Text to search these fields. No other Operators may be used to search InterMedia fields.

Current Activity Search

Searching for the current location, condition, or value of an item requires a specific search. You will search the current location, condition, or value field AND restrict the search to current records.

Restricting a search to the current record ensures that Mimsy XG does not return records that have meet the search criteria on outdated records.



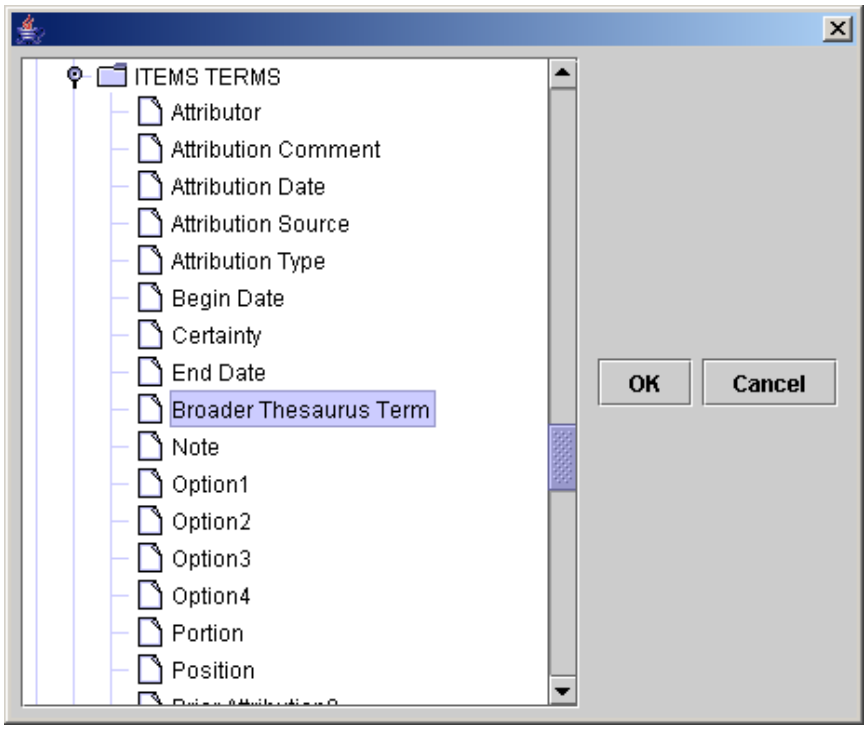
Current Location Activity Search

For example, the search above will find all items currently located in the Baker Gallery. If you remove the current record restriction, you would retrieve all items that have ever been in the Baker Gallery over the course of the item's lifecycle.

Hierarchical Searching

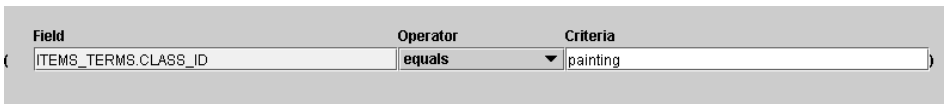
If you have read the section about Linked Terms (records connected to the Thesaurus Authority), you may remember that records may be classified using a specific Thesaurus Authority term. This, in turn, enables you to search on a broader term that implies a specific term and retrieve the objects. For example, classifying a pair of pants as "trousers" implies that the item is also "clothing".

To search for all of the clothing in your collection, you would tell Mimsy XG to find you all of the objects where the broadest classification is clothing (parent term) or any term falling under clothing in the classification hierarchy (child term).



Advanced Query Field for Broader Term (within Catalogue, Item Terms folder)

NOTE: early Mimsy XG installations may not have the Broader Thesaurus Term entry in the Advanced Search List. If so, you can either type in the search term of ITEMS_TERMS.CLASS_ID or ask your database administrator to add it to Mimsy XG using the Special Searches utility in the System Module.



Advanced Hierarchical Query

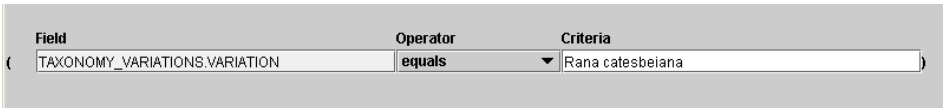
Search for Alternate Terms

To search for a record linked to a Thesaurus Variation, use the following search:



Search for Alternate Thesaurus Link

To search for a record linked to a Taxonomy Variation, use the following search:



Search for Alternate Taxonomy Link

To search for a record linked to a Places Variation, use the following search:



Search for Alternate Places Link

Chapter 14 - Manage Copyright

Copyright information may be recorded for any Activity or Authority.

In this chapter you will learn how to:

Associate Rights with an Artist
Record Rights for Digital Files
Enter Rights for an Object

The Copyright fields are repeatable so that you can track multiple copyrights for a given object, person, or activity.

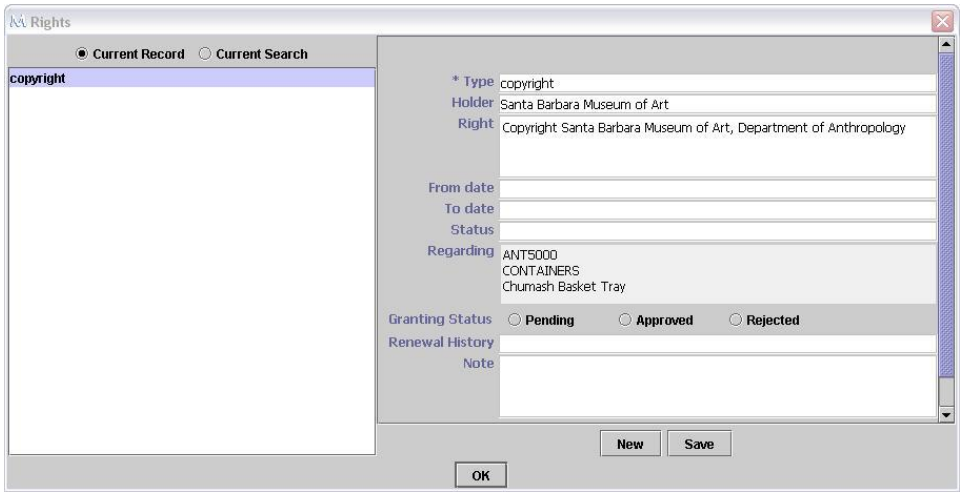
Copyright

Use the Copyright Manager to enter data about the right to reproduce a work, image, or any other potential piece of protected information. The Copyright Manager stores multiple copyright statements for any Activity or Authority. For example, for digital images in the Media Authority, you may wish to enter who owns the copyright (the museum, artist, etc.) and the dates during which the copyright is valid. Since several copyright statements may be applied to each record, it is possible to manage rights for anything from educational use to commercial purposes.

Many times the copyright for an image or object is dependent on the artist or manufacturer. In cases such as these, it may be helpful to enter standard copyrights associated with the person in the People Authority. These rights may then be applied to objects in the Objects Authority.

Copyright Manager Design

The Copyright Manager is divided into two sections: copyright summary and copyright details. The summary section on the left displays an overview existing copyright data. The detail section on the right contains the specific copyright information.



Copyright Manager

If you wish to see copyrights for the single record displayed on-screen, click the Current Record circle. If you have run a search and wish to review copyrights for all of the records, click the Current Search circle. The Regarding field contains identifying information indicating which record the copyright applies.

Clicking on a copyright in the summary section automatically displays the corresponding details in the detail section.

Add Copyright

To add copyright information to a single record:

- Select Tools, Rights from the menu (or press CTRL+SHIFT+F2 or press the Copyright button).
- Click the NEW button (or press F6). NOTE: If the form is blank, you must explicitly create a new right. The record will NOT be saved if you immediately begin typing in the blank form.
- Enter appropriate data.
- Click SAVE (or press F10).
- Click OK to close the window.

To add copyright information to multiple records:

- Select Tools, Activity Manager from the menu.
- In the left panel, click the lever to the left of the Rights folder.
- In the right panel, hold CTRL as you click on the records for which you will add the copyright. When finished selecting records, release CTRL.
- Drag the records onto the Create New folder within the Rights folder.
- A Quick Add Rights form displays.
- Enter appropriate data.
- Click OK.
- Click OK to close the Activity Manager window.
- Select File, Save (or press F10).

Renew Copyright

When a copyright is extended, edit the current From Date and To Date values. As these fields are changed, Mimsy XG updates the Renewal History field with the new values.

Change Copyright

Over the course of time, copyright may change. A maker may grant copyright to the museum, objects may become part of the public domain, or copyright may transfer to the estate or relatives of a deceased individual.

To change existing copyrights, you will change the status of the "old" right and add a new one.

- Select Tools, Rights from the menu (or press the Copyright button).
- Click on the right to be modified.
- Change the STATUS field to reflect the permissions in the right.
- Click the NEW RIGHT button (or press F6).
- Enter appropriate data.
- Click OK.

Copyright Holder

Validates against the People Authority records flagged as Copyright Holders.

Chapter 15 - Media Viewer

Use the Media Viewer to view any digital files linked to records.

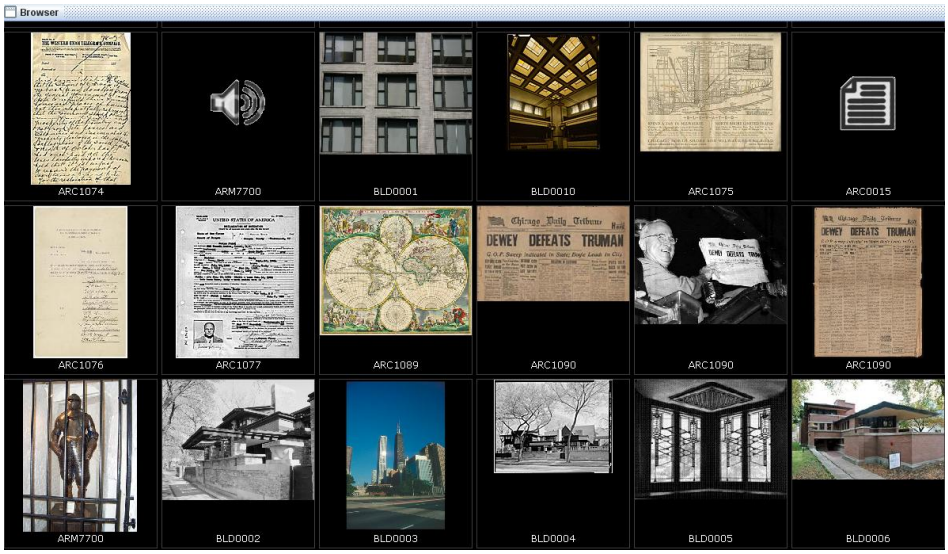
In this chapter you will learn how to:

View larger versions of Thumbnails
Create and Display Groups of Digital Files
Email Images to Others

Please note that some of the features described in this chapter may be turned on or off by the System Administrator and instructions in the documentation may not necessarily reflect the functionality at your institution.

Media Viewer

The Media Viewer a flexible viewing tool that can be used to create groups of records, save copies of digital images, or send digital files to others.



Media Viewer

To open the Media Viewer:

- Select Tools, Media Viewer from the menu.

When the viewer is opened, it automatically displays any digital images related to the records in the current Activity or Authority.

File Display

The Media Browser only shows images when it is first opened; however, you may use the browser to provide access to any digital file linked to Mimsy XG (provided you have the corresponding system and network access).

To modify the File Types displayed:

- Under the Window Menu, check or uncheck the type of record to include in the browser.

Navigation

Clicking on an image, document icon, audio icon, or video icon "selects" that file. When a media file is selected, the borders around the file will be outlined in blue. If multiple images are selected, they will all be highlighted blue and the "current" image will also be highlighted in red.



"Selected" Image



Multiple Selected Images with "Current" Image Highlighted in Red

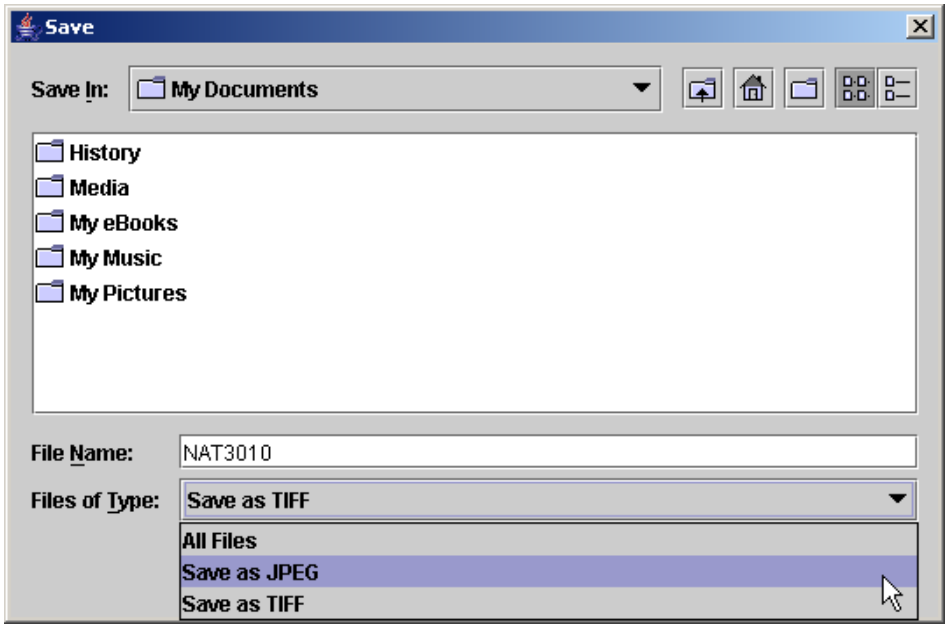
Save Images

Images may be send as-is or in a zipped file. They may also be dragged from the Media Viewer to the desktop or another program.

Save Copy of Image:
To save copies of images:

- Select Tools, Save current item. If you have more than one image to save, select Tools, Save selected images.

- A pop-up window displays.
- Use the Save In dropdown box
- Enter the filename or accept the default name provided. If you have multiple images, all images will be saved in the same location as the default file identified.
- Change the file type if desired.



Save Image

- Click SAVE.

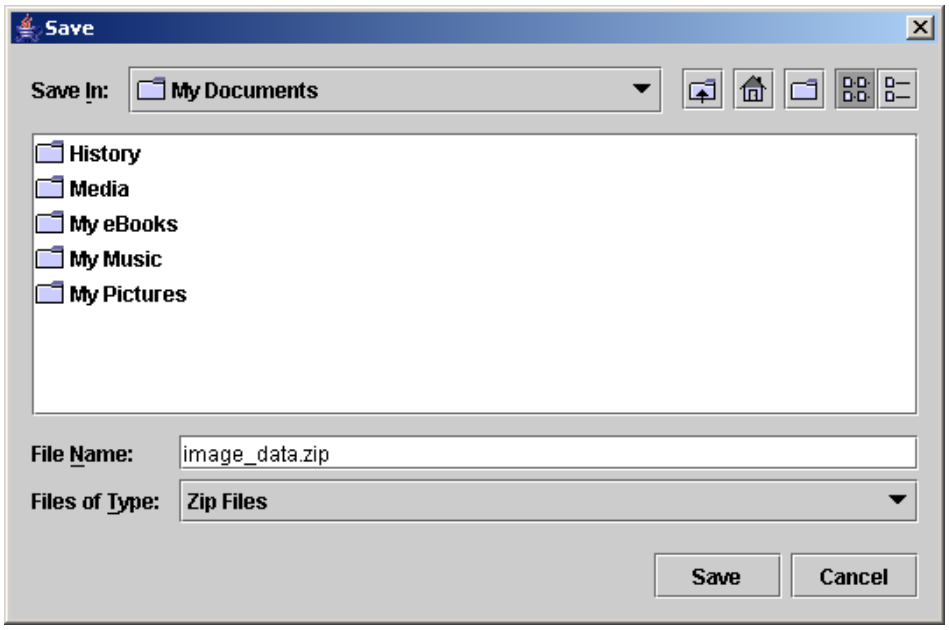
  OR

- Right Click on the image.
- Select Save current item.
- Enter a file name (or accept the default name).
- Use the File Navigation Box to name the image and specify the save location.
- Click SAVE.

Save Zipped File with Images

To save a "zipped" file with images:

- Select Tools, Zip Selected Images.
- The File Window displays.



File Window

- Change the default file name and path (if necessary).
- Click the SAVE button.

The System Administrator can change the extension associated with the zip file in order to allow files to pass through SPAM filters. Due to the sensitive nature of this action, we request that Administrators contact the Help Desk directly for information on changing this configuration.

Drag Image To Desktop

Thumbnail images may be dragged to your desktop, or other programs. Only images with Reproduction Allowed set to "Yes" may be copied this way.

- Click on the image with your mouse.
- Drag onto the desktop, or into another program.

Emailing Images

You can email one or more images to people from the Media Viewer. A brief XML summary report is included with the images. NOTE: the email information must be configured in the pfile by the System Administrator before functionality is activated.

To email images:

- Select one or more images by clicking on them.
- Select Tools, Mail Selected Items.
- A mail window displays.



Mail Window

- Enter the email address of the recipient in the field to the left of the Add Recipient button (the one with the "plus" sign). Click the Add Recipient button.
- Repeat as needed to add all recipients.
- Enter a Subject and / or message.
- Click SEND.
- NOTE: the user will only receive a message if the images are *not* sent properly.

Groups in the Media Viewer

You are able to view and create groups of records in the Media Viewer.

Display Group in the Media Viewer

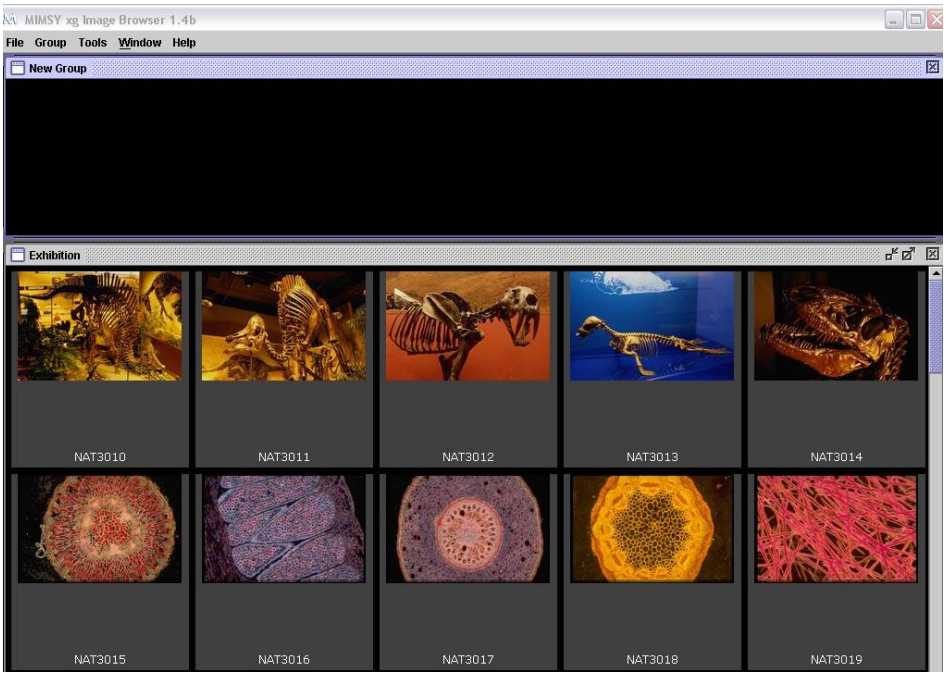
To open a group of records in the Media Viewer:

- Open the Media Viewer.
- Select Group, Open Existing Group from the menu (or press CTRL+F7).
- A Group List displays.
- Click on the Group Name.
- Click OK (or press ENTER).

Create a Group of Images in the Media Viewer

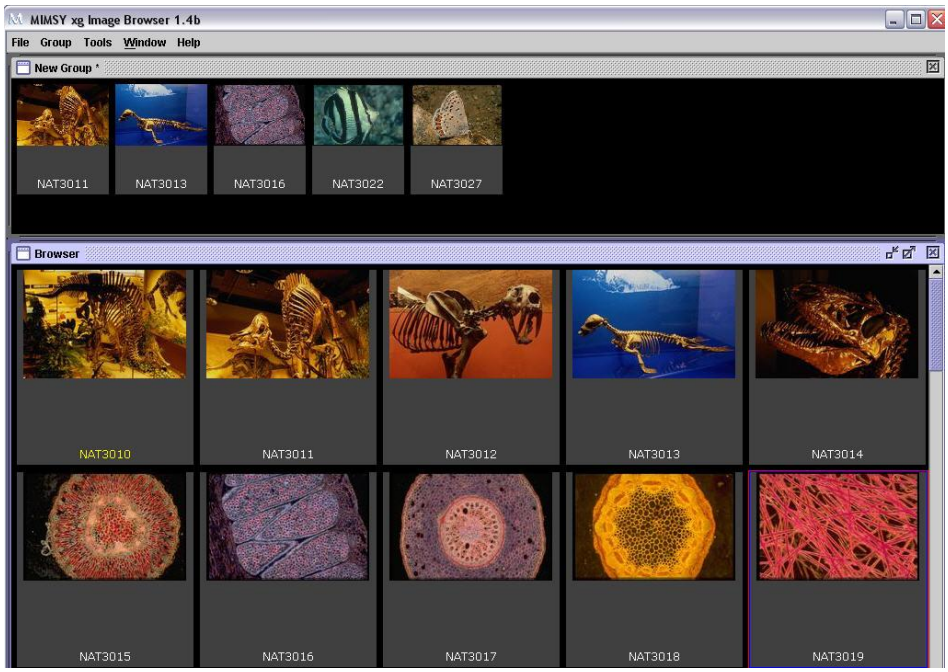
To create a group of images:

- Select Window, Group.
- The Group Window displays.



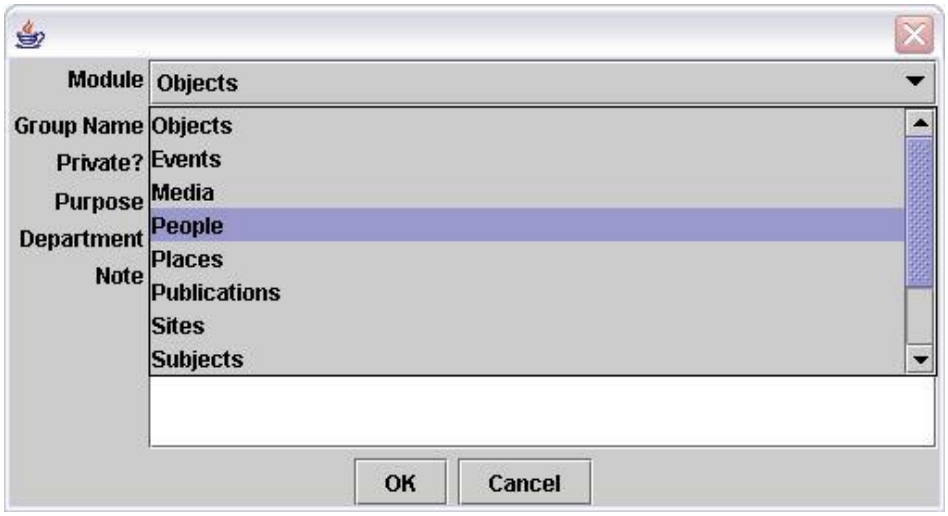
Group Window (Top of Screen)

- Click on an image in the Media Viewer.
- Hold the left mouse button down.
- Drag the image into the New Group Window.
- Release the mouse button.
- The image appears in the New Group Window.



New Group

- Repeat as needed.
- When you are finished adding images, select Group, Save from the menu or click the "X" in the upper right corner of the New Group window.
- The Save Group prompt displays.
- Click YES to save your new group.
- The Group Name window displays.



Group Name Window

- Use the dropdown list to select the module where the group will be available (whether the images are of objects, people, etc.)

- Name your group and fill in any other group data.
- Click OK.

Search For Images

The Advanced Search tools are available within the Media Viewer. To search for records, use the same search strategies used elsewhere in the system. For a review of searching, see the *Advanced Searches* chapter.

To open the Advanced Query Window:

- Select Group, Open Query.

View Media Details

To see additional information about the object and image in the Media Viewer:

- Select Window, Details.
- The Image Summary fields display.

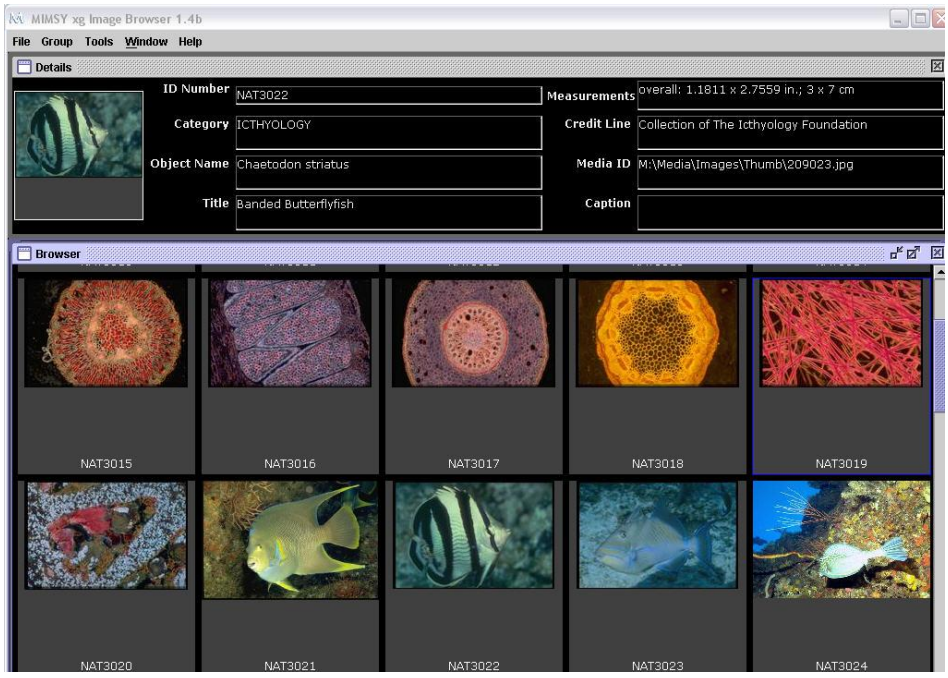


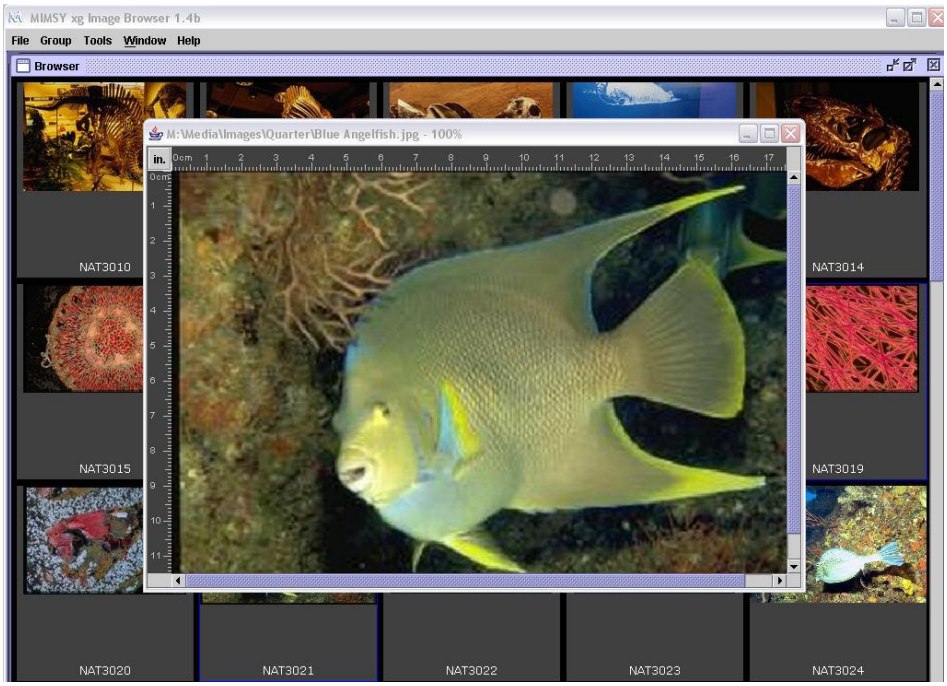
Image Details

- Click on any image to display the identifying information in the Details window.
- NOTE: clicking the ID Number field in the Media Viewer automatically moves you to the corresponding record in the Object Authority.

The Details Window displays up to 6 Object Authority fields and 2 Media fields. To change the values displayed, open the View Properties for the Catalogue. Set the INFO field to Y.

View Larger Images

If an image is linked to larger versions of the same image, double-clicking on the thumbnails displays the next largest file.



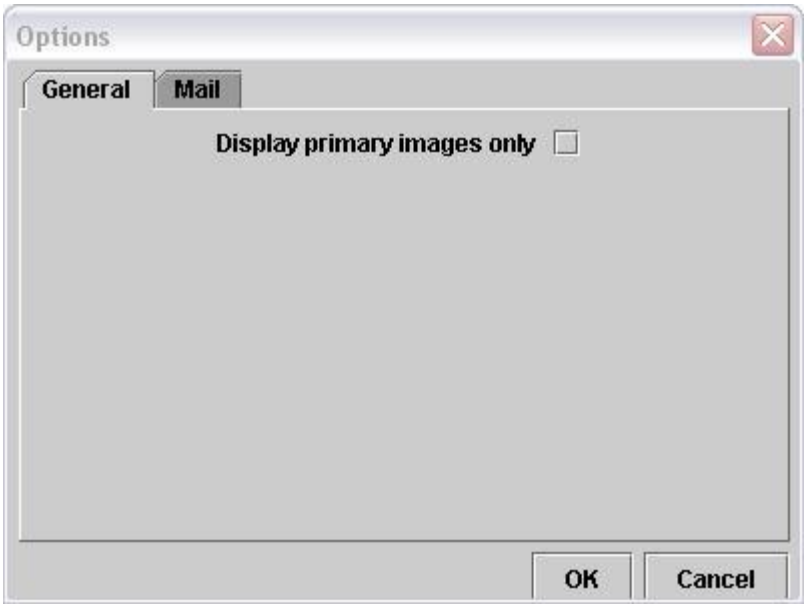
Larger Image

View Primary Images Only

The Media Viewer defaults to displaying all images associated with an object. You can restrict the browser to the Primary thumbnail only.

To restrict viewing to a single image per object:

- Select Tools, Options.
- The Options window displays.



Options Window

- Check the Display primary images only checkbox.
- Click the OK button.

Change Image Order

To rearrange the images in the Media Viewer:

- Click on an image in the Media Viewer.
- Hold the left mouse button down.
- Drag the image into the new position.
- Release the mouse button.
- The images will shift to account for the new order.

Print Images

To print Images:

- Click on an image in the Media Viewer.
- Hold the left mouse button down.
- Continue holding button down as you select additional images.
- Release the mouse button.
- Select Tools, Print Selected.

You may also select Tools, Print All to print all of the images in a single contact sheet.

Chapter 16 - Actions, Instructions, and Notes

Mimsy XG provides many places to add information about all of the "extras" you need to remember about the collection, including tasks and other "to-do" items that require follow-up.

In this chapter you will learn how to:

Assign Action Tasks
Enter Instructions
Add General Notes

Using Actions, Instructions, and Notes, you will be able to enter reminders for yourself and others so that they can be accessed at any time. Use these tools to help organize yourself and keep track of what needs to be done and when.

Difference Between Actions, Instructions, and Notes

The distinction between Actions, Instructions, and Notes is based on time and detail. Actions describe a specific task to be done and have a definite start and / or end date. An example of an Action is sending a loan contract to a borrower on January 1, 2006. Instructions describe a guideline to be followed that has no timeframe. An instruction is used to enter information such as "display under low light levels" or "must be displayed as set." Notes are even less specific than instructions and are used to enter general data about an object. Examples of Notes include "Found during location inventory. Object tag has been separated from base."

Actions, Instructions, and Notes in the Activities

In the Transaction Activities, Actions, Instructions, and Notes may be assigned to the Parent record (overall Activity), or to individual objects. When you add an Action, Instruction, or Note, please click in the appropriate section of the record before proceeding with data entry.

If you add an Action, Instruction, or Note in the object section of the Activity, the entry only displays in that specific Activity. It will not appear in the Object Authority.

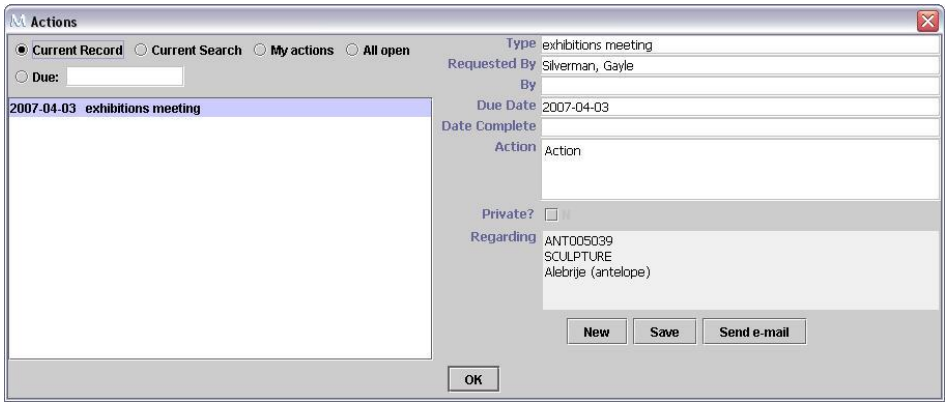
Actions

As you manage your collection, you may find that there are certain tasks you would like to associate with an Authority or Activity. Perhaps a Conservator must review an object before it may be loaned or new photography must be scheduled for a group of objects. Maybe a loan officer needs to follow up on an insurance policy or the Rights & Reproduction Manager is expecting a signed contract back from someone. Use the Mimsy XG Action Manager or Actions Activity to assign general tasks to yourself or to any other Mimsy XG User. For more information on the Actions Activity, please refer to the *Actions Activity* section of the manual.

Action Manager

Actions may be added in the Actions Activity or the Action Manager. The major difference between the 2 entry points is the ability to email Actions from the Actions Manager. For more information on the Actions Activity, please refer to the *Actions Activity* section of this manual.

The Action Manager is divided into two sections: summary and details. The summary section on the left displays an overview of existing actions. The detail section on the right contains more specific information.



Action Manager

Actions may be private (seen only be the user who creates them) or public (available to any user).

View Actions

Actions may be viewed by record, by record set (records retrieved in current search or displayed in current open group), by user, or by due date. When there is information for multiple records, the Regarding field contains identifying information indicating to which record the action applies.

To view Actions:

- Select Tools, Actions from the menu (or press the Action Button or press SHIFT+F2)

  OR

- In the Link Ledger, navigate to Actions folder inside the Other Folder. Double-click on the Action. NOTE: if there are no Actions for the record, the Other Folder will not appear on the Link Ledger.

Clicking on an action in the summary section automatically displays the corresponding details in the detail section.

Actions By Current Record

Select the Actions By Record option to view any open or completed actions attached to a single record. Open actions are any actions without a Date Complete value. Completed actions are any actions with a Date Complete value.

Actions By Current Set

When you have a group open or have queried for a set of records, select the Actions By Set option to view any open or completed Actions for all of the records. Open Actions are any Actions without a Date Complete value. Completed Actions are any actions with a Date Complete value.

My Actions

Selecting My Actions displays any open Action assigned to you even if you do not have the corresponding record(s) on-screen or in the current set. Open Actions are any Actions

without a Date Complete value. Actions will NOT display if they have been completed (Complete Date field filled in).

All Open

Selecting All Actions displays any open Actions even if you do not have the corresponding record on-screen(s) or in the current set. Open Actions are any Actions without a Date Complete value. Actions will NOT display if they have been completed (Complete Date field filled in).

Due By

Use the Due By filter in combination with any other Action filter to retrieve a list of open Actions that must be completed by a given date. Open Actions are any Actions without a Date Complete value.

Enter a New Action

To create a new Action:

- Select Tools, Action (or press the Action Button or press SHIFT+F2).
- Click the NEW ACTION Button (or press F6). NOTE: If the form is blank, you must explicitly create a new Action. The record will NOT be saved if you immediately begin typing in the blank form.
- Enter the appropriate data.
- Click the PRIVATE flag if this Action should only be available to the person who created it.
- Click SAVE (press F10).
- Click OK to close the window.

To add an Action to multiple records:

The Activity Manager may be used to add several objects to an Action at one time. For more information on the Activity Manager, refer to the *Activity Manager* chapter of this manual.

- Select Tools, Activity Manager from the menu.
- In the left panel, click the lever to the left of the Actions folder.
- In the right panel, hold CTRL as you click on the records for which you will add the action. When finished selecting records, release CTRL.
- Drag the records onto the Create New folder within the Actions folder.
- A Quick Add Actions form displays.
- Enter appropriate data.
- Click OK.
- Click OK to close the Activity Manager window.
- Select File, Save (or press F10).

Email Action to User

At the time of installation, the email functionality for Actions is turned off. To turn the notification on so that you may send an email alert to another Mimsy XG user, ask your System Administrator to set ACTION_SEND_MAIL = "true."

To send email regarding an action:

- Press the SEND EMAIL button.
- A notification window displays letting you know if the mail was sent.
- Click OK to acknowledge the message.

Email Address

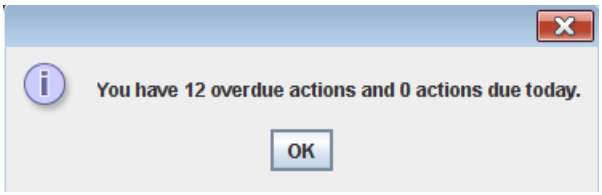
The name in ACTION_BY is checked against the PEOPLE_VARIATIONS.VARIATION field for a match. If a match is found, The PEOPLE record is checked for a PEOPLE_CONTACTS record where EMAIL is not null and ACTIVE = Y. If a valid record is found, then that e-mail address is substituted for the original ACTION_BY name. If a match is not found at any point, the original ACTION_BY value is used.

Calendar Task

In the Action Manager, if you have the Send as Appointment checkbox checked, when you send mail, it attaches a .vcs (VCALENDAR) file with the Action data in it that can be read by Outlook and added to the Outlook Calendar. The same data is also repeated in the mail body, in case the recipient does not have a VCS-enabled mail/calendaring program.

Notification of New Action

At the time of installation, the auto notification regarding actions is turned off. To turn the notification on so that you receive an alert about incomplete actions upon logging in, ask your System Administrator to set ACTION_WARNING_ON_STARTUP = "true."



Sample Notification

Delete an Action

To delete an Action:

- Select Tools, Action Manager (or press the Action Button or SHIFT+F2).
- Click on the Action to delete (you can only delete your own actions).
- Press SHIFT+F6.
- Answer the delete prompt.

Modify an Action

To make changes to an existing Action:

- Display the Action.
- Click in the field to be changed.
- Click SAVE Button (or press F10).

Instructions

Instructions maintain on-going information about how an object or activity is to be handled or maintained. Use instructions to store information such as packing details for shipping an object or the fact that something may be hazardous due to lead or radiation. Instructions may be private (seen only be the user who creates them) or public (available to any user).

Instruction Manager

The Instruction Manager is divided into two sections: summary and details. The summary section on the left displays an overview existing instructions. The detail section on the right contains the more specific information.

View Instructions

Instructions may be viewed by record or by record set (records retrieved in current search or displayed in current open group). When there is information for multiple records, the Regarding field contains identifying information indicating to which record the instruction applies.

To view Instructions:

- Select Tools, Instructions from the menu (or press the Instruction Button or press CTRL+ALT+F2).

  OR

- In the Link Ledger, navigate to Instructions folder inside the Other Folder. Double-click on the Instruction. NOTE: if there are no Instructions for record, the Other Folder will not appear on the Link Ledger.

Clicking on an Instruction in the summary section automatically displays the corresponding details in the detail section.

Instructions By Record

Select the Record option to view any Instructions attached to a single record.

Instructions By Set

When you have a group open or have queried for a set of records, select the Instructions By Set option to view Instructions for all of the records.

Enter a New Instruction

To create a new Instruction:

- Select Tools, Instruction (or press the Instruction Button or press CTRL+ALT+F2).

- Click the NEW INSTRUCTION Button (or press F6). NOTE: If the form is blank, you must explicitly create a new Instruction. The record will NOT be saved if you immediately begin typing in the blank form.
- Enter the appropriate data.
- Click the PRIVATE flag if this Instruction should only be available to the person who created it.
- Click SAVE INSTRUCTION Button (or press F10).

To add an Instruction to multiple records:

The Activity Manager may be used to assign an Instruction to several objects at one time. For more information on the Activity Manager, refer to the *Activity Manager* chapter of this manual.

- Select Tools, Activity Manager from the menu.
- In the left panel, click the lever to the left of the Instructions folder.
- In the right panel, hold CTRL as you click on the records for which you will add the instruction. When finished selecting records, release CTRL.
- Drag the records onto the Create New folder within the Instructions folder.
- A Quick Add Instructions form displays.
- Enter appropriate data.
- Click OK.
- Click OK to close the Activity Manager window.
- Select File, Save (or press F10).

Delete an Instruction

To delete an Instruction:

- Select Tools, Instruction (or press the Instruction Button or press CTRL+ALT+F2).
- Click on the Instruction listed.
- Press SHIFT+F6 (there is no keyboard shortcut).
- Answer YES to the Delete Instruction prompt.
- Click OK to close the Instruction window.

Modify an Instruction

To make changes to an existing Instruction:

- Display the Instruction.
- Click in the field to be changed.
- Select File, Save from the menu (or click SAVE ACTION Button or press F10).

Notes

Notes hold general comments that are not addressed by any of the other fields in Mimsy XG. Notes can manage data such as staff or researcher comments, assessments of how an Activity was processed, or any other casual observation.

View Notes

Notes may be viewed by record or by record set (records retrieved in current search or displayed in current open group). When there are Notes for multiple records, the Regarding field contains identifying information indicating to which record the note applies.

To view Notes:

- Select Tools, Notes from the menu (or press the Note Button or press CTRL+F2).

  OR

- In the Link Ledger, navigate to Notes folder inside the Other Folder. Double-click on the Note. NOTE: if there are no Notes for the record, the Other Folder will not appear on the Link Ledger.

Clicking on a Note in the summary section automatically displays the corresponding details in the detail section.

Notes By Current Record

Select the Record option to view any notes attached to a single record.

Notes By Current Set

When you have a group open or have queried for a set records, select the Set option to view notes for all of the records.

Entering a New Note

To create a new Note:

- Select Tools, Note (or press the Note Button or press CTRL+F2).
- Click the NEW NOTE Button (or press F6). NOTE: If the form is blank, you must explicitly create a new Note. The record will NOT be saved if you immediately begin typing in the blank form.
- Enter the appropriate data.
- Click the PRIVATE flag if this Note should only be available to the person who created it.
- Click SAVE Button (or press F10).
- Click OK to close the window.

To add an Note to multiple records:

The Activity Manager may be used to assign a Note to several objects at one time. For more information on the Activity Manager, refer to the *Activity Manager* chapter of this manual.

- Select Tools, Activity Manager from the menu.
- In the left panel, click the lever to the left of the Notes folder.
- In the right panel, hold CTRL as you click on the records for which you will add the Note. When finished selecting records, release CTRL.
- Drag the records onto the Create New folder within the Notes folder.
- A Quick Add Notes form displays.
- Enter appropriate data.
- Click OK.
- Click OK to close the Activity Manager window.
- Select File, Save (or press F10).

Delete a Note

To delete a Note:

- Select Tools, Note from the menu (or press the Note Button or press CTRL+F2).
- Click on the Note listed.
- Press SHIFT+F6 (there is no menu equivalent).
- Answer YES to the Delete Note prompt.
- Click OK to close the Note window.

Modify a Note

To make changes to an existing Note:

- Display the Note.
- Click in the field to be changed.
- Click SAVE Button (or press F10).
- Click OK to close the window.

Chapter 17 - Object-Specific Activities

The Object-Specific Activities describe the physical characteristics of a single object over the course of time.

In this chapter you will learn about:

Condition
Conservation
Damage
Location
Loss
Value

An object must exist in the Objects Authority in order for it to have an Activity Record. Although an object will only have a single record in the Objects Authority, it may have multiple records in each of the Activities.

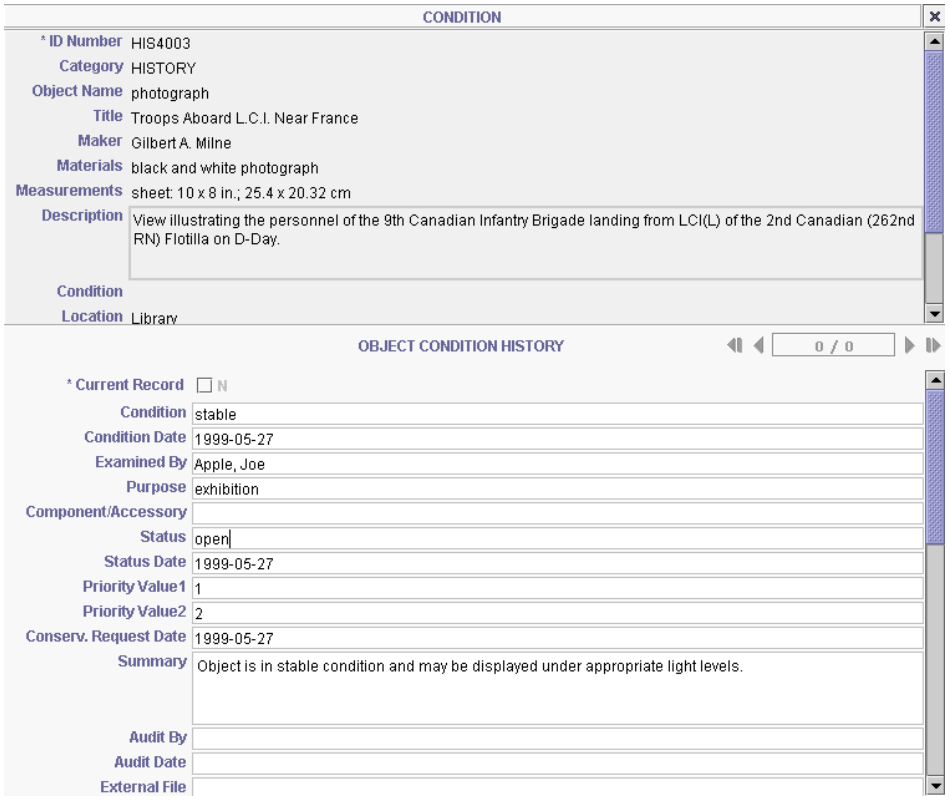
Create vs. Update

Object-Specific Activities record data about an object at a specific moment in time. When the status of the object changes (it is moved, the condition review is re-assessed, conservation work is performed), you will most likely create a new Activity record for the object. In this sense, the "update" to the Activity comes in the form of a new Activity record. Actual updates to existing Object-Specific Activity records are rare and are usually done in the context of correcting inaccurate or missing data.

Please carefully consider any decision to delete existing records or erase (or backspace over) any data in data fields. If someone writes over or erases the information, Mimsy XG cannot archive the old data.

Object-Specific Activity Record Format

All Object-Specific Activities have the same two-part split screen design. One part is the Parent section; the other is the child section.


CONDITION
* ID Number HIS4003
Category HISTORY
Object Name photograph
Title Troops Aboard L.C.I. Near France
Maker Gilbert A. Milne
Materials black and white photograph
Measurements sheet: 10 x 8 in.; 25.4 x 20.32 cm
Description View illustrating the personnel of the 9th Canadian Infantry Brigade landing from LCI(L) of the 2nd Canadian (262nd RN) Flotilla on D-Day.
Condition
Location Library
OBJECT CONDITION HISTORY
0 / 0
* Current Record N
Condition stable
Condition Date 1999-05-27
Examined By Apple, Joe
Purpose exhibition
Component/Accessory
Status open
Status Date 1999-05-27
Priority Value1 1
Priority Value2 2
Conserv. Request Date 1999-05-27
Summary Object is in stable condition and may be displayed under appropriate light levels.
Audit By
Audit Date
External File

Activity Record

Parent Section

The Parent section of the record is at the top. It contains the identifying information about the object you are reviewing. The data is pulled directly from the Objects Authority. It is read-only and may not be updated.

The Parent section display defaults to Form View.


CONDITION
* ID Number HIS4003
Category HISTORY
Object Name photograph
Title Troops Aboard L.C.I. Near France
Maker Gilbert A. Milne
Materials black and white photograph
Measurements sheet: 10 x 8 in.; 25.4 x 20.32 cm
Description View illustrating the personnel of the 9th Canadian Infantry Brigade landing from LCI(L) of the 2nd Canadian (262nd RN) Flotilla on D-Day.
Condition
Location Library

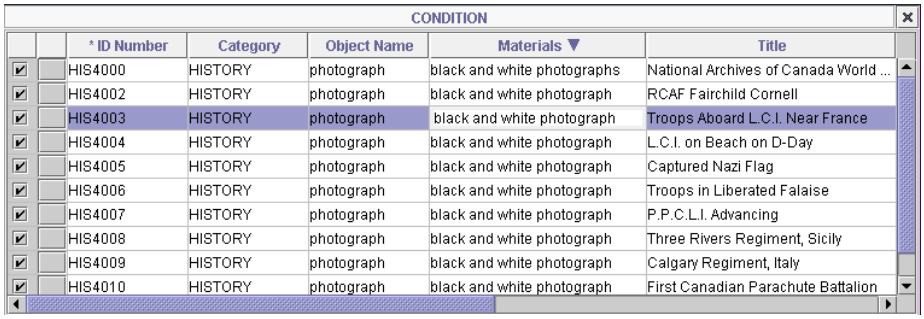
Object-Specific Activity in Form View

If you click in the Parent section of the record, the Link Ledger displays the same links that are visible for the object in the Objects Authority (media, documents, other activities, etc.). A good visual indicator of which section (parent or child) is "active" is the Information data in the Link Ledger. When the Link Ledger is active for the Parent section, the Information Field displays the identifying data for the object.



Parent Section Active

The Parent section may also be viewed in Grid View. To display the Parent section of records in Grid view: Select Tools, Grid View from the menu (or press CTRL+G).


CONDITION
* ID Number | Category | Object Name | Materials | Title
HIS4000 | HISTORY | photograph | black and white photographs | National Archives of Canada World ...
HIS4002 | HISTORY | photograph | black and white photograph | RCAF Fairchild Cornell
HIS4003 | HISTORY | photograph | black and white photograph | Troops Aboard L.C.I. Near France
HIS4004 | HISTORY | photograph | black and white photograph | L.C.I. on Beach on D-Day
HIS4005 | HISTORY | photograph | black and white photograph | Captured Nazi Flag
HIS4006 | HISTORY | photograph | black and white photograph | Troops in Liberated Falaise
HIS4007 | HISTORY | photograph | black and white photograph | P.P.C.L.I. Advancing
HIS4008 | HISTORY | photograph | black and white photograph | Three Rivers Regiment, Sicily
HIS4009 | HISTORY | photograph | black and white photograph | Calgary Regiment, Italy
HIS4010 | HISTORY | photograph | black and white photograph | First Canadian Parachute Battalion

Object-Specific Activity Grid View

To return to Form View:

- Click the Grey Button to the left of the corresponding object.

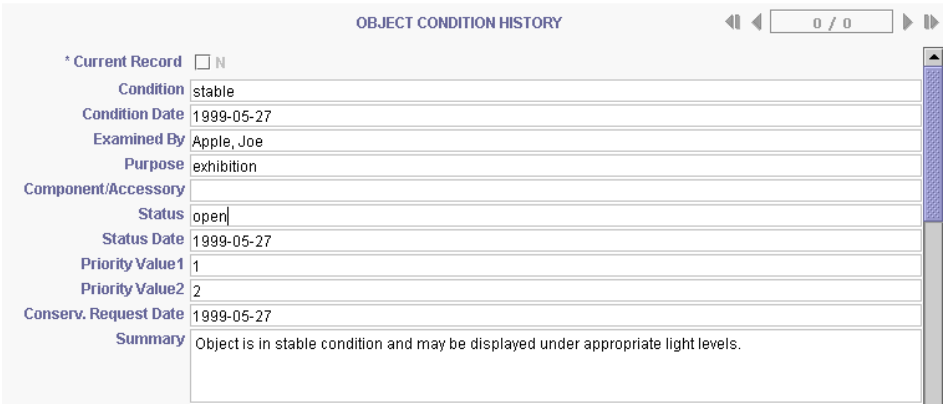
  OR

- Click the Form View icon (same position as Grid View icon; it changes depending on the viewing mode you are in).

The screen returns to Form View and displays the object and any related Activity records.

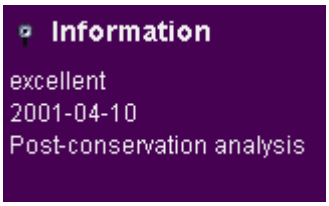
Child Section

The child section of the record is at the bottom. It contains the specific activity information for the object. Each time a new Activity record is added, a new record is created in the Child section. The Child section defaults to Form view, but may be changed to Grid View.



Object-Specific Activity – Child Section in Form View

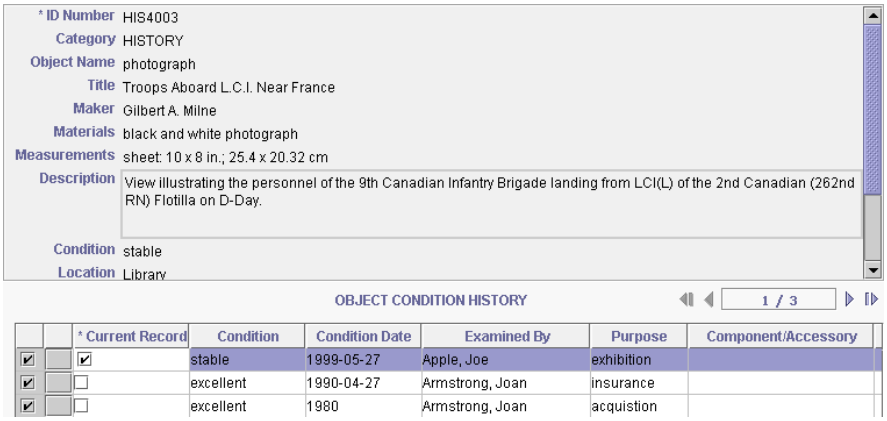
If you click in the Child section of the record, the Link Ledger displays any links to the specific activity record (media, documents, other activities, etc.). When the Child section is active, the Information Field in the Link Ledger displays the summary data for the activity.



Child Section Active

To change the Child section to Grid View:

- Click in any field in the Child section.
- Select Tools, Grid View from the menu (or press CTRL+G).



Child Section in Grid View

To return to Form View:

- Click the Grey Button to the left of the corresponding object.

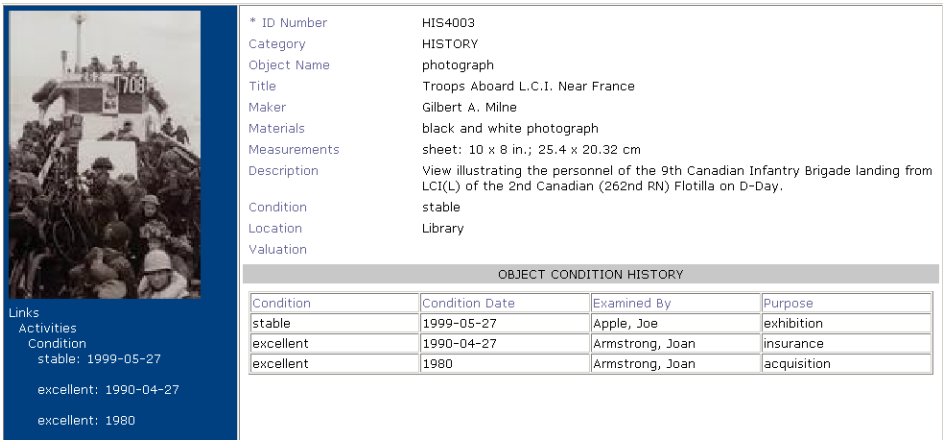
  OR

- Click the Form View icon (same position as Grid View icon; it changes depending on the viewing mode you are in).

The screen returns to Form View and displays the specific Activity record for the object.

Printing Records

The Print Icon on the toolbar creates a HTML document with the data displayed on-screen. You may also use the CTRL-P keyboard shortcut.


Links
Activities
Condition
stable: 1999-05-27
excellent: 1990-04-27
excellent: 1980
* ID Number HIS4003
Category HISTORY
Object Name photograph
Title Troops Aboard L.C.I. Near France
Maker Gilbert A. Milne
Materials black and white photograph
Measurements sheet: 10 x 8 in.; 25.4 x 20.32 cm
Description View illustrating the personnel of the 9th Canadian Infantry Brigade landing from LCI(L) of the 2nd Canadian (262nd RN) Flotilla on D-Day.
Condition stable
Location Library
Valuation
OBJECT CONDITION HISTORY
Condition | Condition Date | Examined By | Purpose
stable | 1999-05-27 | Apple, Joe | exhibition
excellent | 1990-04-27 | Armstrong, Joan | insurance
excellent | 1980 | Armstrong, Joan | acquisition

Sample Print Screen for Object-Specific Activity

If the Child section is in Grid View when the record is printed, approximately 4 columns from the child section will display. The columns printed default to the fields displayed on-screen, so you may wish to re-arrange the columns prior to printing. If the record is in Form view, all child fields will print.

Add Activity Records

Activity records may be added in the individual Activities, or through the Activity Manager. For more information about Activity Manager, please refer to the *Activity Manager* chapter of this manual.

Adding Object-Specific Activity Records

You will create a new Activity record for an object each time the activity information is changed. While some users will refer to this as an "update," it is really a completely new record with the newest data available for the object.

Step 1: Display Object in Activity (Location, Condition, Value, etc.)

When you move from the Object Authority to an Object-Specific Activity, you "carry" the record(s) with you. If you wish to query for a different record, you may run a search in the Parent section of the record.

To view an object in an Activity:

- If the record is not already visible, begin a search by selecting Search, Begin Search from the menu (or press F7).
- Enter the search criteria.
- Run the search by selecting Search, Run Search from the menu (or press F8).

If you are creating an Object-Specific Activity record AND Activity records have already been entered for the object, the Activity record describing the most recent activity will be displayed. If the object has no records in that Activity, the child section of the record will be blank.

Step 2: Create the Activity Record (Location, Condition, Value, etc.)
After the object is retrieved, create a new Activity record:

- Click in the child section of the record.
- Select Record, Create Record from the menu (or press F6). NOTE: it's okay if there is already data in the child section. When the new record is created, the screen will "go blank." The existing record(s) are behind the newest record.
- Enter the Activity data.
- Select File, Save from the menu (or press F10).

If you accidentally try to exit the screens before you save your changes, don't worry. To prevent you from accidentally losing data, Mimsy XG displays a Prompt Box asking if you want to save your changes before exiting. If you want to save your changes before exiting, click YES to this prompt. If you want to exit without saving your changes, click NO.

NOTE: Until you explicitly save your record, the information you have entered onto the screens is NOT saved. WE STRONGLY RECOMMEND THAT YOU SAVE YOUR CHANGES AFTER EACH RECORD.

Global Adding / Mass Updating

There are two ways to create Object Specific Activity records for several records at one time: Copy to Set and the Activity Manager.

Use Global Adding (Mass Updating) when you want to apply the same Activity record to multiple Objects Authority records. Before you can create records through Global Adding, you must query for the objects in the Parent section of the record.

Copy to Set

In order for Copy to Set to work, you must either query for a set of records OR display a group of records.

- Click in the Child section of any record.
- Select Record, Create Record from the menu (or press F6) to create a new Activity record.
- Enter the Activity details.

- Select File, Save from the menu (or press F10 or the SAVE button).
- Select Record, Copy to Set from the menu (or press CTRL+F4 or the COPY SET button).
- A Message displays reading "Do you wish to use the current records as the model for the group records?"
- Click YES.
- Mimsy XG displays the following message:

<X> Complete.

The next time the records are refreshed, the newest Activity records will be available.

Activity Manager

The Activity Manager may be used to create an Activity for several objects at one time. For more information on the Activity Manager, refer to the *Activity Manager* chapter of this manual.

- Select Tools, Activity Manager from the menu.
- In the left panel, click the lever to the left of the desired Activity folder. A Create New folder displays within the selected Activity.
- In the right panel, hold CTRL as you click on the records for which you will add the Note. When finished selecting records, release CTRL.
- Drag the records onto the Create New folder within the Activity folder.
- A Quick Add form displays. If the field you want to enter is not on this form, see your System Administrator. It may be possible to add it to the form.
- Enter appropriate data.
- Click OK.
- Click OK to close the Activity Manager window.
- Select File, Save (or press F10).

Navigating Object-Specific Activities

Navigating From Object to Object

In the Condition, Conservation, Damage, Location, Loss, and Value Activities, the Between Record buttons move you backward and forward through the Parent sections of records (from object to object).

Navigating Between Activity Records for a Single Object

In the Condition, Conservation, Damage, Location, Loss, and Value Activities, there may be multiple records for a single object. The Between Records buttons in the Child section move you backwards and forwards between activity records associated with an object in the Objects Authority.

Record Sort Order
The Object-Specific Activity records appear in the order in which they were entered, i.e., the most recently created Activity is listed first.



To change the sort order in any of the Object-Specific Activities, modify the Table Properties entry in the System Module for the corresponding table: ACTIONS, CONDITION, CONSERVATION, DAMAGE, HAZARDS, LOCATION, LOSS, or VALUE.

Location Activity

The Location Activity holds all of the data about any location changes ever recorded for an object. Anytime an object is moved for any reason, a new Location Activity record will be created. Although all location data is stored in the Location Activity, there are several areas of Mimsy XG where Location Activity records may be created. Location Activity records may be generated through the Entry Activity, the Activity Manager, or in the actual Location Activity.

Just the Facts – Single Location Change

Each time an object is moved, create a new Location Activity record:

- Open the Location Activity. If your object record is not displayed, query for it.
- Click in the child section.
- Select, create a new record (Record, Create Record from the menu or F6).
- Click in the New Location field. Enter appropriate data. You may either type in the data, or select from the Facilities Browser. Select Tools, Hierarchy Browsers, Facility Browser from the menu (or press F9) to access a list of Locations managed by the Facilities Authority.
- Enter a Location Date.
- Save the record (File, Save from the menu or SHIFT+F10).

Just the Facts – Mass Location Change

Mass updates may be used to create Location Activity records for all objects displayed in the Parent section of the Activity.

Copy Location to Set
To create a Location Activity record for several objects at one time using Copy to Set:

- Query for the objects to be moved or display a group of objects.
- Click in the Child section of any record.
- Select Record, Create Record from the menu (or press F6) to create a new Location Activity record.
- Enter the location details.
- Select File, Save from the menu (or press F10 or the SAVE button).

- Select Record, Copy to Set from the menu (or press CTRL+F4 or the COPY SET button).
- A Message displays reading "Do you wish to use the current records as the model for the group records?"
- Mimsy XG displays the following message:

Copy Complete.

The next time the records are refreshed, the newest Location Activity records will be available.

Activity Manager - Location

If you are moving objects several objects at one time, you may use the Activity Manager to add Location records for the objects. This is especially helpful when all of the records are already attached to an Activity. For example, you might use the Activity Manager when creating Location records when objects in an Exhibition travel from venue to venue.

To create Location records in Activity Manager:

- Open the Activity Manager by selecting Tools, Activity Manager from the menu (or press the Activity Manager button).
- Open the Location folder.
- If you are in the Object Authority when you open the Activity Manager, the current search set is displayed in the Object Set pane (upper right corner).
- If the objects you wish to move are not already displayed in the Object Set (upper right corner), navigate to the Activity folder that contains the objects (i.e. Exhibition). Click on the corresponding Activity to display the desired objects in the Object Set.
- Click on an object record in the Object Set section (the grid).
- Hold the SHIFT key down. Use the DOWN ARROW key or PAGE DOWN key or END key to select the appropriate object records. You may also click SELECT ALL.

  OR

  Hold the CTRL key down. Click on each of the objects to be moved.
- Release the SHIFT (or CTRL) key.
- Place the cursor on any highlighted area of the grid.
- Hold the left-mouse button down.
- Drag the objects onto the "Create New Records" entry in the Location Activity folder.
- Release the mouse button.
- The Quick Add Location Activity form displays.
- Complete the data fields to create new Location Activity records.
- Click the OK Button.

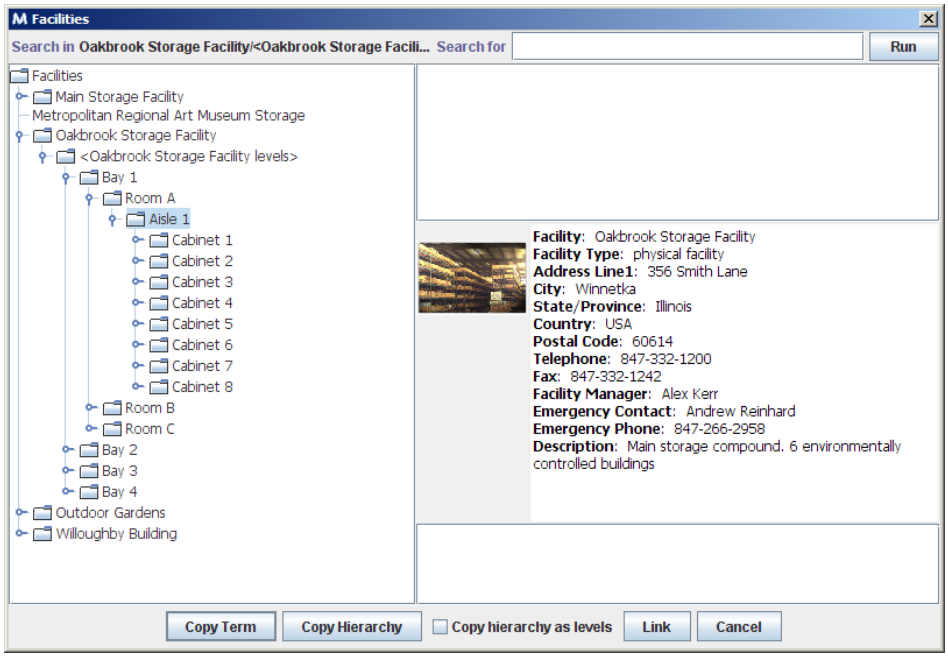
- After a few seconds, a confirmation message displays: <X> records processed.

Special Features – Location Activity

There are several special features in the Location Activity.

New Location, Location Levels Pop-Up Lists

The Location Activity and Facilities Authority are designed to work together. The Location Activity holds the data about where objects are stored and the Facilities Authority manages data about the buildings themselves. Because of this relationship, the Facility Browser with data from the Facilities Authority is used for the Pop-Up List for the New Location Field.



Facilities Browser

For more information on creating the Facilities Browser, refer to the *Facilities Authority* section in this manual.

To access the Facilities Browser Pop-Up List for the New Location field:

- Select Field, Pop-Up List from the menu (or press F9). The Facilities Hierarchy Browser displays.
- Navigate to the desired Location value.
- To enter all of the levels in their corresponding Location and Location Levels fields, click the COPY HIERARCHY Button.

  OR

  To enter the single term you selected into the Location field, click COPY TERM. Nothing will be entered into the Location Levels fields.

HINT: Anything enclosed in brackets (< >) has been entered in the Location Authority as a Location Sub-Level. When you press the COPY HIERARCHY button, anything above the brackets will be entered in the Location field. Anything below the brackets will be entered as a Location Level. For more information on using the Facilities Hierarchy Browser, refer to the *Data Entry Tools* chapter of this manual. If you also check the Copy hierarchy as levels flag, the system will copy any buildings linked as broader locations (rather than simply using the levels defined for a given building).

Automatic Fill-In of Old Location

In the Location Activity, Mimsy XG automatically enters certain values. When a new Location record is created, the Previous Location field is automatically filled in with the Current Location field from the previous record. This data displays upon record refresh.

Current Record

Since Mimsy XG manages all of the location changes for an object over its lifetime, the Current Record flag is used to indicate which Location Activity record describes where the object actually is at the present moment. There should only be one Current Record for an object at any given time. When an object is moved, Mimsy XG automatically checks Location Date for the newly created record. If the Location Date is later than the date for any of the previous records (without being in the future), Mimsy XG automatically resets the Current Record flags to reflect the new data.

Auto-Generated Job Number

Mimsy XG may be configured to assign a sequential Job Number in a user-defined format. You are not required to use an auto-generated Job Number and may leave this field blank or enter an alternate Job Number value if you prefer.

To assign the next auto-generated Job Number:

- Click in the Job Number field.
- Select Field, Pop-Up List from the menu (or press F9).



To configure an auto generated Job Number for the Location Activity, modify the ID_FORMAT_LOCATION_JOB_NUMBER data default in the System Module.

Schedule Future Moves

Mimsy XG may be used as a scheduling tool to help you manage information about scheduled location changes. Create records for future moves the using the same procedures used to enter current location changes.

NOTE: Once a scheduled move has been completed, update the record which describes the move by un-checking the Future Move? flag and checking the Current Record flag. This confirms that the move actually took place.

Automatic Future Move? Flag
If you enter a Location Activity Archive record that schedules a future movement, Mimsy XG automatically sets the Future Move? Flag to Y in the Location Activity and updates the Future Commit? Flag to Y in the Objects Authority as a reminder that there is a future commitment of the item.

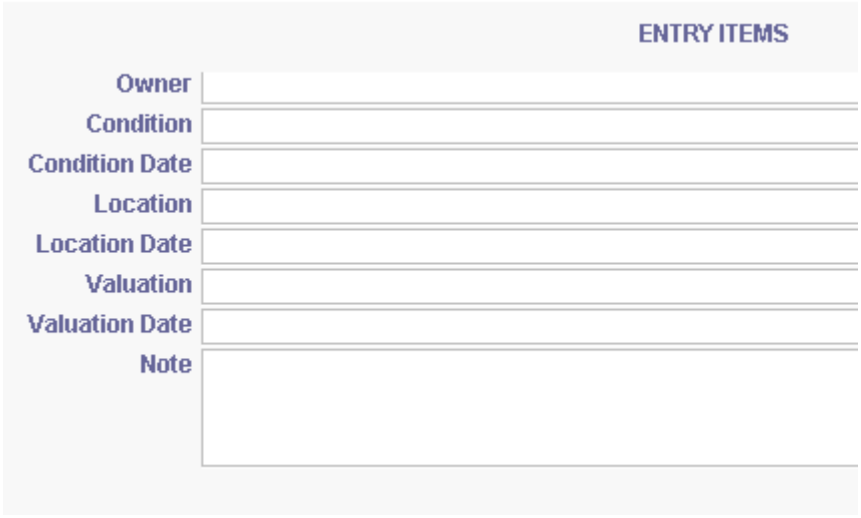
Creating a Location Record for an Accessory / Component
Mimsy XG can also track location information about the accessories and components of an object. If you are recording location information for accessories and components, be sure to enter the name of the accessory or component in the Accessory / Component field. The Accessory / Component field in the Location Activity is connected to the Accessories and Components fields in the Objects Authority. Accessing a Pop-Up List in this field displays any Accessories or Components related to the object.

If you add an Accessory or Component Location Activity record, the Link Ledger in the Object Authority will have multiple current records displayed: one for the object and one for each of the components and accessories. You may adjust this by having the System Administrator modify the Ledger Setup in the System Module.

Location Activity Link to Dispatch Activity
As of version 1.5, the Location and Dispatch Activities may be linked. If this functionality is activated at your site, attaching an object to a Dispatch Activity automatically generates a Location Activity record for the object and creates a link between the Dispatch and Location records.

Location Activity Link to Audit Activity
The Location Activity is linked to the Audit Activity. When location data is verified in the Audit Activity, new Location Activity records will automatically be created. For information on how this process works, refer to the *Audit Activity* chapter.

Object Deposit or Object Return in Entry Activity
For sites that use the Entry Activity to manage object deposit and/or return, basic location data may be entered into the Location and Location Date fields in the Entry Activity.



Location Fields in Entry Activity

Entering data in either of these two fields creates a corresponding Location Activity record for the object.

Loss Activity

When an object cannot be located, some institutions create a Loss Activity record to manage the event. While this is not required, many sites find it helpful to use this activity to manage information about lost objects for insurance purposes or to save data that is submitted to any theft resources (i.e. Art Loss Register).

Just the Facts – Enter Loss

To create a new Loss Activity record:

- Click in the child section.
- Create a new record (Record, Create Record from the menu or press SHIFT+F6).
- Enter appropriate data.
- Enter a Lost Date.
- Save the record (File, Save from the menu or press SHIFT+F10).

REMINDER: When objects are found, update the Loss Activity, and then create a new Location Activity record for the object.

Special Features – Loss Activity

The Loss Activity contains several special features to assist in recording data about objects that cannot be located.

Link to Location Activity

Creating a Loss Activity record triggers the creation of a corresponding Location Activity record. The New Location field will be set to "LOST."



To change the term entered in New Location field in the Location Activity, modify the LOSS_VALUE data default in the System Module. Changes to the default may be made by the System Administrator.

Location Field

The Pop-Up List for the Location field in the Loss Activity activates the Facilities Hierarchy Browser.

Object Found / Date Found

When the object is found, click the Found Flag and enter the date the object was located. We also recommend moving to the Location Activity to create a full Location Activity record with the details of where the object now resides. Please note that checking the flag does NOT automatically create a new Location Activity record since the place where the object was found is not necessarily where it is moved upon discovery.

Condition Activity

Although all condition data is stored in the Condition Activity, there are several areas of Mimsy XG where Condition Activity records may be created. Condition Activity records may be generated through the Entry Activity, the Activity Manager, or in the Condition Activity itself. Depending on what you are doing, you may use any combination of these approaches to update condition data for the collection.

Just the Facts – Enter Condition in Condition Activity

To create a new Condition Activity record in the Condition Activity:

- Click in the child section.
- Create a new record (Record, Create Record from the menu or F6).
- Click in the New Condition field. Enter appropriate data.
- Enter a Condition Date.
- Save the record (File, Save from the menu or SHIFT+F10).

HINT: each time the condition of an object changes, create a new record in the Condition Activity. This enables Mimsy XG to maintain a history of the condition of the object.

Special Features – Condition Activity

The Condition Activity contains several special features to assist in documenting the physical condition of an object over time.

Current Record

Since Mimsy XG manages all of the condition changes for an object over its lifetime, the Current Record flag is used to indicate which Condition Activity record describes the state of the object at the present moment. There should only be one Current Record for an object at any given time. When an object is evaluated, Mimsy XG automatically checks Condition Date for the newly created record. If the Condition Date is later than the date for any of the previous records (without being in the future), Mimsy XG automatically resets the Current Record flags to reflect the new data.

Creating a Condition Record for an Accessory / Component

Mimsy XG can also track condition information about the accessories and components of an object. If you are recording condition information for accessories and components, be sure to enter the name of the accessory or component in the Accessory / Component field. The Accessory / Component field in the Condition Activity is connected the Accessories and Components fields in the Objects Authority. Accessing a Pop-Up List in this field displays any Accessories or Components related to the object.

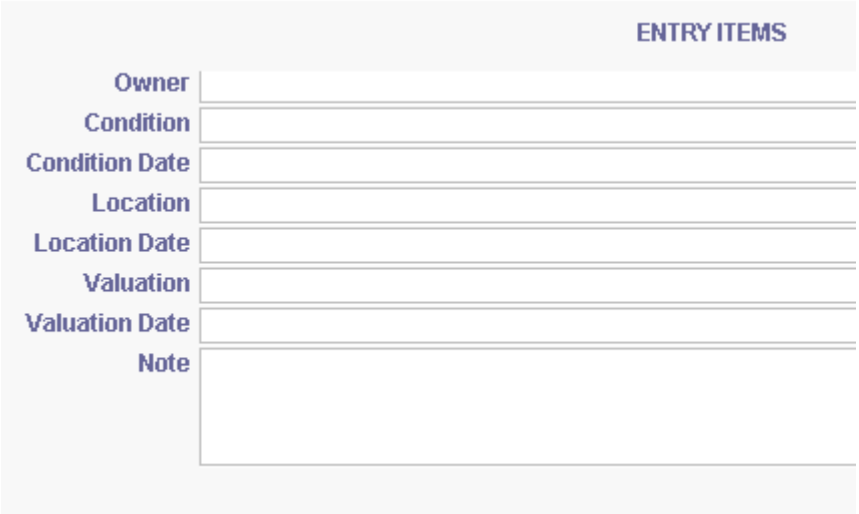
If you add an Accessory or Component Condition Activity record, the Link Ledger in the Object Authority will have multiple current records displayed: one for the object and one for each of the components and accessories. You may adjust this by having the System Administrator modify the Ledger Setup in the System Module.

Link to Conservation Activity
Entering a date in the Conserve Request field automatically generates a linked Conservation Activity. To move to the linked Conservation record, click in the child section of the record, then use the Link Ledger to open the Conservation Activity folder. Within the folder there will be a linked record for "conservation request: <Conserve Request Date>." The Conservation Activity record will have a process set to "conservation request" and a Requested By value set to the Examiner field from the Condition Activity record.

Link to Audit Activity
The Condition Activity is linked to the Audit Activity. When condition data is verified in the Audit Activity, new Condition Activity records will automatically be created. For information on how this process works, refer to the *Audit Activity* chapter.

Examined By
The Examined By Pop-Up list is generated from records in the People Authority where the Examiner flag is checked.

Object Deposit or Object Return in Entry Activity
For sites that use the Entry Activity to manage object deposit and/or return, basic Condition data may be entered into the Condition and Condition Date fields.



Condition Fields in Entry Activity

Entering data in either of those two fields creates a corresponding Condition Activity record for the object.

Conservation Activity

The Conservation Activity tracks any treatments applied to an object. Since many institutions opt to use the Condition and Conservation Activities separately, updating data in one area does NOT update data in another area. Once a conservation treatment is complete, you may wish to create a new Condition Activity record to reflect the general physical condition of the object.

Just the Facts

To create a new Conservation Activity record while in the Conservation Activity:

- Click in the child section.
- Create a new record (Record, Create Record from the menu or F6).
- Click in the Process field. Enter appropriate data.
- Save the record (File, Save from the menu or SHIFT+F10).

HINT: For treatments that occur in phases, use the Details Flexi-Fields to describe each stage of the process.

Special Features – Conservation Activity

The features and functionality in the Conservation Activity enable users to track conservation process, link digital files, and record data about accessories such as frames.

Auto-Generated Job Number

Mimsy XG may be configured to assign a sequential Job Number in a user-defined format. You are not required to use an auto-generated Job Number and may leave this field blank or enter an alternate Job Number value if you prefer.

To assign the next auto-generated Job Number:

- Click in the Job Number field.
- Select Field, Pop-Up List from the menu (or press F9).



To configure an auto generated Job Number for the Conservation Activity, modify the ID_FORMAT_CONSERVATION_JOB_NUMBER data default in the System Module. See your System Administrator to change the installation default.

Link to Condition Activity

Users can automatically generate a Conservation record from the Condition Activity. To move to the linked Condition record, click in the parent section of the Conservation Activity record, then use the Link Ledger to open the Condition Activity folder. Within the folder there will be a linked record for "conservation request: <Conserve Request Date>."

Treatment of Accessories / Components

Mimsy XG can also track conservation work performed on any accessories of objects or any of its components. To indicate that a record describes the treatment accessory or component, and not the object, enter the name of the accessory or component in the Accessory/ Component field. The Accessory / Component field in the Conservation Activity is connected the Accessory / Component field in the Accessory Toggle Bar in the Objects Authority. Accessory names entered in Accessory Toggle Bar in the Objects Authority will appear in the Accessory Pop-Up List in the Condition Activity.

Damage Activity

The Damage Activity is traditionally used to record harm to an object that is so severe that repair is not possible. Damage may also be used to supplement data in the Condition or Conservation Activities. There are no special features associated with this activity.

Valuation Activity

Each time an object is assessed, a new Valuation Activity record is created. Valuation Activity records may be created through the Entry Activity, the Activity Manager, or in the Valuation Activity itself. Depending on what you are doing, you may use any combination of these approaches to update value data for the collection.

Just the Facts – Valuation Activity

To create a new Valuation Activity record:

- Create a new record (Record, Create Record from the menu or F6).
- Click in the Valuation field. Enter appropriate data.
- Enter a Currency Unit in the Currency field.
- Enter a Value Date.
- Save the record (File, Save from the menu or SHIFT+F10 or the SAVE button).

Special Features - Valuation Activity

There are several special features in the Valuation Activity.

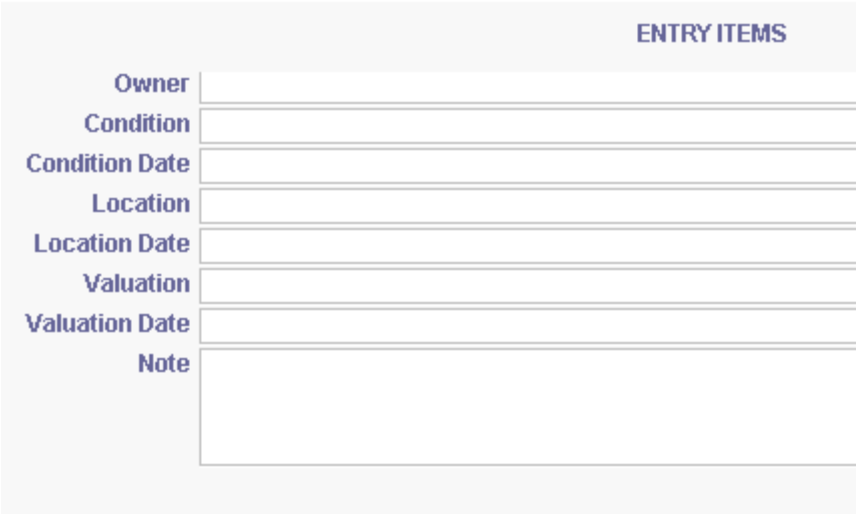
Current Record
Mimsy XG automatically checks the Current Record flag field on the record that describes the most recently assigned value for the object (as determined by the Value Date).

Automatic Fill-In Of Last Value
In the Valuation Activity, Mimsy XG automatically enters certain fields. When a new Value record is created, the Last Value and Last Currency fields are automatically filled in with the fields from the previous record.

Valuation By
The names in the Valuation By Pop-Up List reflect all People Authority records where the Appraiser or Insurer flags are checked.

Schedule Future Appraisals
Mimsy XG may be used as a scheduling tool to help you manage information about scheduled value reviews. Create records for object appraisals using the same procedures used to enter existing value information.

Object Deposit or Object Return in Entry Activity
For sites that use the Entry Activity to manage object deposit and/or return, basic value data may be entered into the Valuation and Value Date fields.



Location, Condition, and Value Fields in Entry Activity

Entering data in either of those two fields creates a corresponding Valuation Activity record for the object.

Chapter 18 - Action Request Activity

The Action Request activity is designed to help you manage workflow.

In this chapter you will learn how to:

Decide When To Use Quick Action and When To Use Action Request
Assign A Task To A Museum Staff Member
Attach Objects To A Request

Actions may also be entered through the Action Manager.

Overall Process

The Action Request Activity tracks workflow and allows staff to communicate through the Mimsy XG system. The requestor assigns the action to one or more staff members, and also assigns a due date for the action. The next time these staff members log in, they are notified of any current or overdue actions. The staff members may then enter the Action Request Activity and search for their own current activities.

Action Request Activity vs. Action Manager

Actions and Actions Request Activity display the same data. Information entered in one area also display in the other. The dual display occurs since Mimsy XG users requested additional "action" functionality after the software was designed. The primary difference between the Actions Manager and the Action Manager is the ability to generate emails and calendar notification from the Action Manager. For more information on the Activity Manager, refer to the *Actions, Instructions, and Notes* section of this manual.

Special Features – Action Request

The following special features exist in the Action Activity.

Unique Order Number

Each Action record in Mimsy must have a unique Order Number, or the record cannot be saved. When entering a new Action Activity record, Mimsy XG automatically compares the new Order Number to the existing records in the database. If there is a conflict (number already assigned), Mimsy XG displays a message alerting the user to the problem. The user must resolve the conflict before saving the record.

Automatic Order Number Generated

Mimsy XG may be configured to assign a sequential Order Number in a user-defined format. You are not required to use an auto-generated Order number and may enter an alternate Audit Number value if you prefer.

To assign the next auto-generated Order Number:

- Click in the Order Number field.
- Select Field, Pop-Up List from the menu (or press F9).

To configure an auto generated Order Number for use in the Action Request Activity, modify the ACTION_REQUEST.ORDER NUMBER field in the System Module.

Automatic Job Number Generated

Mimsy XG may be configured to automatically assign a sequential Job Number to each Action Request child record. The Job Number is taken from the Order Number in the Action Request parent record. A number is added after the

For example, if the Action Order number is A302, the first Action Request child record will be A302.1. The second child record will have a Job Number of A302.2.

Read-Only Record

Once the work is complete, the record may be protected by changing the access status to read-only. This write-protection is activated by entering "closed" into the STATUS field of the Action Request record.

The term "closed" is set as the default at the time of installation. To change the term that triggers the process of making a record read-only, modify the ACTION_REQUEST_CLOSED_LIST System Setting area in the System Module.

Links to Objects and Media

Like the Reproduction Request Authority, the Actions Activity may be linked to both Object Authority and Media Authority records. To control the type of link created, use the Type Radio Button.



Record Link Type

Selecting Object triggers validation against the ID Number field in the Object Authority. Selecting Media triggers validation against the Media ID field in the Media Authority.

Just the Facts

To assign an Action Request, use the following procedures.

Create an Action Request Record:

- Select Record, Create Record from the menu (or press F6).
- Enter an Order Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Enter your name under REQUESTED BY.
- Enter today's date as the REQUEST DATE.
- Finish entering data in the Parent section.
- Select File, Save from the menu (or press F10) to save the Parent section of the record.

Attach Objects/ Media Records to Action Request

You are most likely to add objects and media records to the Action Request by keying in individual Object ID Numbers, Media Ids, or adding objects as a Group.

Add Group of Objects /Media Record

If you have created Groups of Objects Authority or Media Authority records as part of activity planning process, these groups can be added to the Action Request.

- Select Group, Group Manager from the menu use the Group Manager to add several objects at once.

- Navigate to the related Group.
- Click the LINK button.
- Click the REFRESH button (or press F8) to display the attached objects.

Add One Object Record

Objects may also be added to the Action Request Activity one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu (or press F6) to add an object to the Audit Activity.
- Select Object in the TYPE field.
- Enter an ID Number in the ID Number field. You may also select from the pop-up list.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number corresponds to an existing Objects Authority record.
- If the object exists in the database, Mimsy XG will linked the object to an existing Objects Authority record. Mimsy XG uses the data from the linked Objects Authority record to enter an object summary in the Regarding field (the Regarding field updates when the record is saved and refreshed). You may alter the field to meet your needs, if necessary.
- If the object does not exist in the database, a link will not be made. You may enter data into the Regarding field if you wish.
- Enter the name of the person who will be doing the Action in ACTION BY.
- Enter the due date of the Action in the ACTION DUE DATE field.

Add One Media Record

Like Objects, Media Records may also be added to the Action Request Activity one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu (or press F6) to add an object to the Audit Activity.
- Select Media in the TYPE field.
- Enter the Media ID in the ID Number field. You may also select from the pop-up list.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number corresponds to an existing Media Authority record.
- If the media record exists in the database, Mimsy XG will linked the object to an existing Objects Authority record. Mimsy XG uses the data from the linked Media Authority record to enter a summary in the Regarding field (the Regarding field updates when the record is saved and refreshed). You may alter the field to meet your needs, if necessary.

- If the media record does not exist in the database, a link will not be made. You may enter data into the Regarding field if you wish.
- Enter the name of the person who will be doing the Action in ACTION BY.
- Enter the due date of the Action in the ACTION DUE DATE field.

Complete Action Request
When the Action is completed, the person who completed the action notes the date of completion.

- Enter the date into the Action Completed On field. This indicates that the Action is no longer open.
- Enter any additional information regarding the task into the fields of the child record.

Change Action Request Item Status
When an action is completed for a specific item, make the Action Request Item record (child record) read-only by entering "closed" in the Status field of the child record.

Change Action Request Status
When all of the Actions are completed and all paperwork is processed, make the Action Request Activity record read-only by entering "closed" in the Status field of the Parent record.

Chapter 19 - Hazard Activity

The Hazard Activity manages information about risks inherent in handling your collections.

Create a Hazard Activity
View Hazards in the Item Activities
Configure a Warning for Objects with Hazards

If an object has an associated risk, your System Administrator may configure the system to prevent the object from being attached to a Transaction Activity.

Hazard Activity

The Hazard Activity is designed to track physical hazards – especially health and safety risks - associated with an object. These may include poisonous or carcinogenic materials, radiation, sharp edges on blades, items at risk for catching fire or exploding, or chemical risks associated with the degrading of certain materials. Within the Hazard Activity, users may assign control measures and handing restrictions, as well as ranking the seriousness of the risk. The Activity keeps a history of risks and protection plans as they change over time.

Special Features - Hazards Activity

There are several special features in the Hazard Activity.

Read-Only Display

Mimsy XG concatenates a list of hazards associated with an object. This string may be displayed in the Object Authority or any Item-Specific Activity by adding the HAZARDS field to the form.

Warn Users When Objects Attached to Transactions

Mimsy XG may be configured so that a user receives an alert if they attach an object with hazard to a Transaction Activity. To activate the alert, set the SPECIAL VALIDATOR for the Object field to include the HAZARD validator.

Ranking of Hazards by Activity

The HAZARD_RATINGS table allows you to identify the actions that will place staff and visitors at the greatest risk. For example, activities where the item is stable, such as "storage" or "display", may received a lower risk rating than activities where the item is being handled, such as "conservation" or "shipping".

Identified By, Authorized By, Last Evaluation By

The names in the Identified By, Authorized By, and Last Evaluation By Pop-Up Lists reflect all People Authority records where the Staff flag is checked.

Just the Facts – Hazard Activity

To create a new Hazard Activity record:

- Create a new record (Record, Create Record from the menu or F6).
- Click in the Hazard field. Enter appropriate data.
- Click in the Rating field and enter appropriate data.
- Save the record (File, Save from the menu or SHIFT+F10 or the SAVE button).

Chapter 20 - Transaction Activities

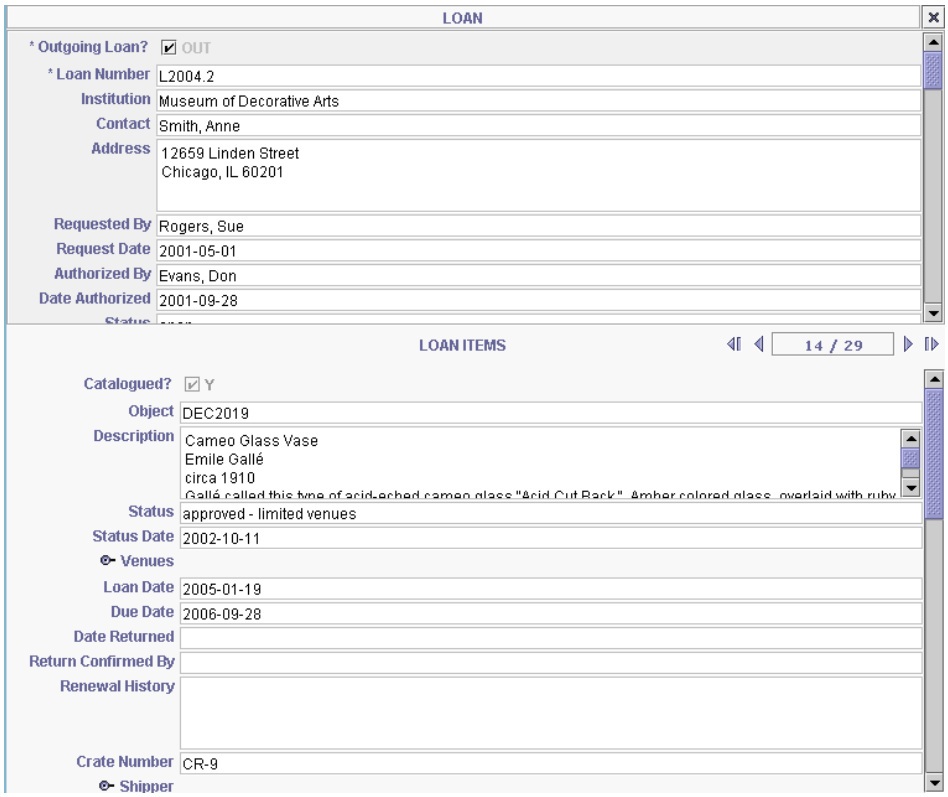
Transaction Activities describe a process that involves one or more objects over the course of time. In this chapter you will learn about:

Record Format
Linked versus Unlinked
Navigation
Linking Media

The Transaction Activities in Mimsy XG are: Acquisition, Audit, Dispatch, Disposal, Exhibition, Insurance, Entry, Loans, and Reproduction Request.

Transaction Activity Record Format

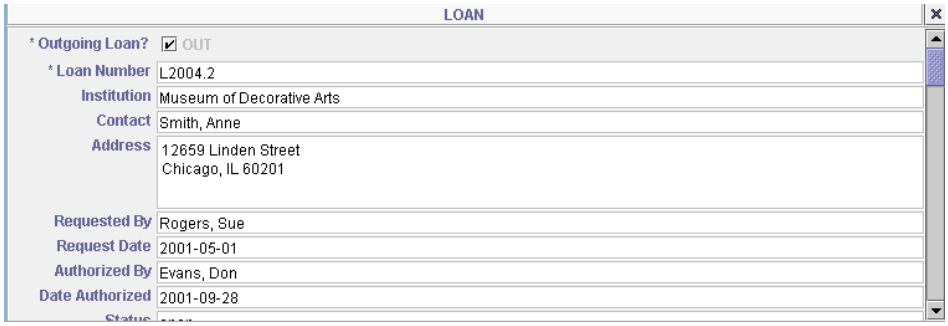
All Transaction Activities have the same two-part split screen design. One part is the Parent section; the other is the child section.



Transaction Activity Record

Parent Section

The Parent section of the record is at the top. It contains the information about the overall transaction. Any data entered in this section applies to the general activity. The Parent section display defaults to Form View.



Transaction Activity in Form View

If you click in the Parent section of the record, the Link Ledger displays any records linked to the Activity itself. For example, clicking in the Parent section and opening the Objects Authority folder is a quick way to see which objects are attached to the Activity.



Transaction Activity Link Ledger

A good visual indicator of which section (parent or child) is "active" is the Information data in the Link Ledger. When the Parent section is active, the Information Field in the Link Ledger displays the summary data for the activity.



Parent Section Active

The Parent section may also be viewed in Grid View. To display the Parent section of records in Grid view: Select Tools, Grid View from the menu (or press CTRL+G).

		* Outgoing Loa...	* Loan Number ▲	Institution	Contact	Address
☑		☐	IN-2001.14	Musée d'Orsay	Eugene Etoile	62, rue de Lille
☑		☐	IN-2001.2	National Gallery of Art	Christine Gervais	
☑		☐	IN-2002.19	Columbia Museum of Decorative Arts	Ann Smith	
☑		☐	IN-2004.3	Art Gallery of Nova Scotia	Ian Hand	
☑		☑	LOAN-02	Thomson, James Allan	James Thomson	
☑		☑	OUT-2001.7	National Gallery of Art	Lindsley Hand	2601 National
☑		☑	OUT-2004.2	Museum of London	Ryan Reynolds	
☑		☑	OUT1999-17	National Gallery of Art	Amber Combs	

Transaction Activity Grid View

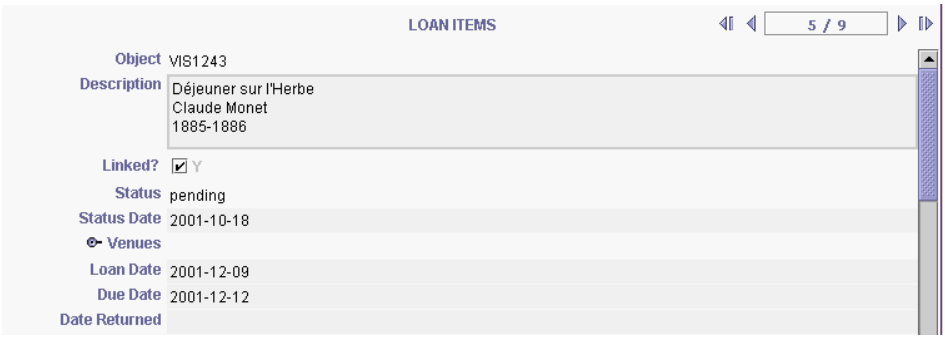
To return to Form View:

- Click the Grey Button to the left of the corresponding object.

The screen returns to Form View and displays the object and any related Activity records.

Child Section

The child section of the record is at the bottom. It contains the individual objects associated with the Activity. The Child section defaults to Form view, but may be changed to Grid View.



Transaction Activity – Child Section in Form View

Objects do NOT have to exist in the Objects Authority to be attached to a record.

If you click in the Child section of the record, the Link Ledger displays any links to the specific activity record (media, documents, other activities, etc.). When the Link Ledger is active for the Parent section, the Information Field displays the identifying data for the object.



Child Section Active

To change the Child section to Grid View:

- Click in any field in the Child section.
- Select Tools, Grid View from the menu (or press CTRL+G).

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Catalogued?	Object	Description	Status	Status Date ▲
☑	DEC2023	Vase	approved	2001-06-16
☑	DEC2020	Saucedish	approved	2001-06-16
☑	DEC2030	Cameo-Glass Plaque	under consideration	2001-06-16
☑	DEC2030	Cameo-Glass Plaque	under consideration	2001-06-16
☑	DEC2014	Earthenware Sugar Bowl	approved - limited venues	2002-09-01
☑	DEC2019	Cameo Glass Vase	approved - limited venues	2002-10-11
☑	DEC2019	Cameo Glass Vase	approved - limited venues	2002-10-11
☑	DEC2021	Amberina Vase	approved	2001-06-16
☑	DEC2024	Goblet	approved	2001-06-16
☑	DEC2005-1	Paneled Wardrobe	approved	2001-06-16
☑	DEC2015	Transfer-Decorated White	approved	2001-06-16
☑	DEC2016	Transfer-Decorated Pitcher and	approved	2004-06-16
☑	DEC2017	Porcelain Salad Bowl	approved	2001-06-16
☑	DEC2021	Amberina Vase	approved	2001-06-16
☑	DEC2022	Oval Serving Plate	approved	2001-06-16

Child Section in Grid View

To return to Form View:

- Click the Button to the left of the corresponding object.

The screen returns to Form View and displays the specific Activity record for the object.

Displaying Section

To temporarily change the height of a section, place your cursor on the line dividing the Parent and Child portions of the record. The cursor turns into a sizing arrow and you are able to pull the form up or down to display more data.

Objects – Linked and Unlinked

The Transaction Activities are designed so that you can add records from the Objects Authority (linked records) or enter skeleton records for uncatalogued objects (unlinked records). Linked object records have a corresponding Object Authority record. Unlinked records exist only in the child section of the activity and do not appear anywhere else in the system.

Linked Object

Using linked Objects Authority records in the Activities has the following benefits:

- Activity information displays in the Link Ledger.
- Media may be attached to linked records. You will be able to link images, audio, video, documents to a Transaction Activity.
- Linked records may be used with other Activities and Authorities. For example, you will be able to create Location records for a borrowed object as it moves from venue to venue.
- The Query filter in the System Module can be configured using the Default Search Builder to screen out record for objects that are no longer "active" so that

returned loans, rejected acquisitions, and old exhibition objects do not display in the Objects Authority, but are still in the database for record keeping purposes.

Unlinked Object

Using unlinked objects in Activities has the following benefits:

- You do not fill the Objects Authority up with records for objects that are not part of the Permanent Collection.
- If you are in the planning stages of a Transaction Activity for events like exhibitions or loans, the list of objects requested may not match what eventually is approved. Using unlinked records prevents creation of records for objects that never arrive at the institution.

ID Number Validates Against Objects Authority

All ID Number values in the Activities are validated against the ID Number field in the Objects Authority.

ID Number Matches

If the ID Number exists in the Objects Authority, Mimsy XG automatically links the Objects Authority record to the Activity record.

ID Number Doesn't Match

If there is no matching ID Number in the Objects Authority, the following message displays:

"<VAR> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number."

At this point, you have two options.

- Click YES to continue data entry and treat the object as an unlinked object. This means that it can only be attached to the current Transaction Activity record. It will not appear in the Objects Authority and cannot be attached to any other Activity records.
- Click NO to return to the grid to enter an existing ID Number. A Pop-Up List of existing ID Numbers where the first few characters of the ID Number match the object being processed displays. If there are no matching ID Numbers, Mimsy XG displays a message reading "Pop-Up List contains no entries."

If you do NOT want to use an unlinked record, you must go to the Objects Authority and create a new object record, then attach it to the Activity. The Entry Activity is the only Activity where an unlinked object can be transferred into the Objects Authority while the object is being added to the record.

Linked? Flag

The Linked? Flag is a visual indicator letting you know if the object has a linked Objects Authority record. This field is read-only and cannot be updated. If the object has an Objects Authority record, the Linked? Flag is set to "Y." If the object is a skeleton record (doesn't have an Objects Authority record), the Linked? Flag is set to "N."

ID Number Required

Even though you can attach unlinked objects in the Transaction Activities, the ID Number is a required field. For objects that are not entered in the Objects Authority, assign some type of identifying number.

Attaching Objects

Objects may be attached to Transaction Activities by keying in the ID Number or linking in one or more groups.

Add One Object

Attach Linked Object

To attach an Objects Authority record to a Transaction Activity:

- Click in the ID Number field.
- Type the ID Number.

  OR
- Enter a partial ID Number with a percent sign (2000%), highlight the value, and Select Field, Pop-Up List from the menu (or press F9) to get a list of matching ID Numbers.
- Select File, Save from the menu (or press F10).

After the Child record is saved, Mimsy XG copies four pre-configured fields into the Description field. Users may overwrite this data if they wish. To change the default fields copied, see your System Administrator.

Attach Unlinked Object

To add an object to an Activity if it does NOT have an Objects Authority record:

- Click in the ID Number field.
- All records must have a value in the ID Number field. If there is no identifying number for the object, please assign some type of identifier.
- Click or TAB out of the ID Number field.
- Mimsy XG displays a message reading "<ID Number> does not exist in the Objects Authority. Continue without a link?"
- Click YES.
- Use the Description field to describe the object.

NOTE: You can move an uncatalogued object into the Objects Authority by processing it through the Entry Activity and clicking the Linked? Flag.

Add Group to Activity

To attach a group of objects to a Transaction Activity record:

- Press the Group Toolbar icon.

  OR

Select Group, Group Manager from the menu.

- Navigate to the appropriate group.
- Press the LINK button.
- Press OK to close the Group Manager Window.
- Press the Refresh icon (or select Record, Refresh this Record or press SHIFT+F8).

After refreshing the record, the objects display in the Child section of the record.

Add Objects Through Activity Manager

The Activity Manager can be used while in the Object Authority OR while in any of the Transaction Activities.

Add One Record to an Activity in Activity Manager

- To add a record to the Activity in the Activity Manager:
- Click on an Activity record in the Activity List section (the pane on left side).
- Click on an object record in the Object Set section (the grid).
- Hold the left mouse button down.
- Drag the Activity object to the correct Activity.
- Release the mouse button.

The object record will automatically be added to the Activity. If you do not see your Activity listed, verify that the Status for the Activity is set to "open."

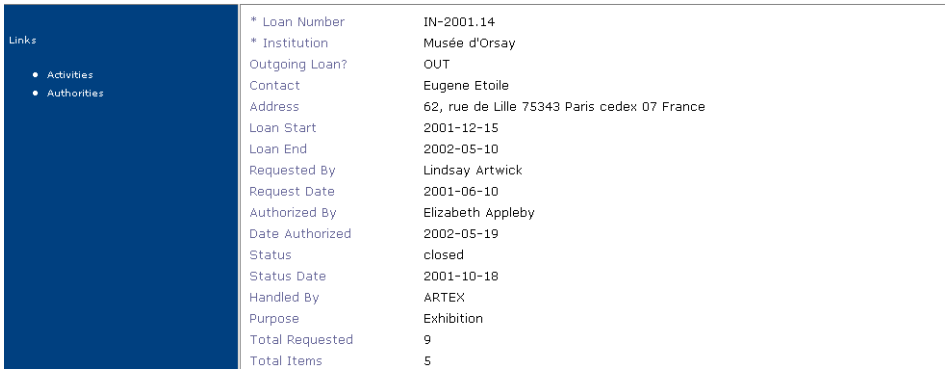
Add Multiple Records to an Activity in Activity Manager

- The Activity Manager can be used while in the Object Authority OR while in any of the Transaction Activities.
- To add multiple records to the Activity:
- Click on an Activity record in the Activity List section (the pane on left side).
- Click on an object record in the Object Set section (the grid).
- Hold the SHIFT key down.
- Use the DOWN ARROW key or PAGE DOWN key or END key to select the appropriate Activity object records.
- Release the SHIFT key.
- Place the cursor on any highlighted area of the grid.
- Hold the left mouse button down.
- Drag the Objects to the correct Activity.
- Release the mouse button.
- A message will display reading "X of X records added".

f you do not see your Activity listed, verify that the Status for the Activity is set to "open."

Printing Records

The Print Icon on the toolbar creates a HTML document with the data displayed on-screen. You may also use the CTRL-P keyboard shortcut.



Links

- Activities
- Authorities

* Loan Number	IN-2001.14
* Institution	Musée d'Orsay
Outgoing Loan?	OUT
Contact	Eugene Etoile
Address	62, rue de Lille 75343 Paris cedex 07 France
Loan Start	2001-12-15
Loan End	2002-05-10
Requested By	Lindsay Artwick
Request Date	2001-06-10
Authorized By	Elizabeth Appleby
Date Authorized	2002-05-19
Status	closed
Status Date	2001-10-18
Handled By	ARTEX
Purpose	Exhibition
Total Requested	9
Total Items	5

Sample Print Screen for Transaction Activity

If the Child section is in Grid View when the record is printed, approximately four columns from the child section will display. The columns printed default to the fields displayed on-screen, so you may wish to re-arrange the columns prior to printing. If the record is in Form view, all child fields for the single object on-screen print.

Record Sort Order

The Transaction Activity records appear in the order in which they were entered, i.e., the most recently created transaction in the Activity is listed first.

To change the sort order in any of the Transaction Activities, modify the Table Properties entry in the System Module for the corresponding table: ACTIONS, ACQUISITIONS, DISPOSALS, AUDITS, DISPATCH, ENTRY, EXHIBITIONS, HAZARDS, INSURANCE, LOANS, MEDIA, or REPRODUCTIONS.

Chapter 21 - Activity Manager

The Activity Manager is used to link Activities together, or to quickly associate objects in one Activity to another Activity.

In this chapter you will learn how to:

Process Mass-Location Changes
Create New Transaction Activities
Add Objects in an Activity to a Different Activity

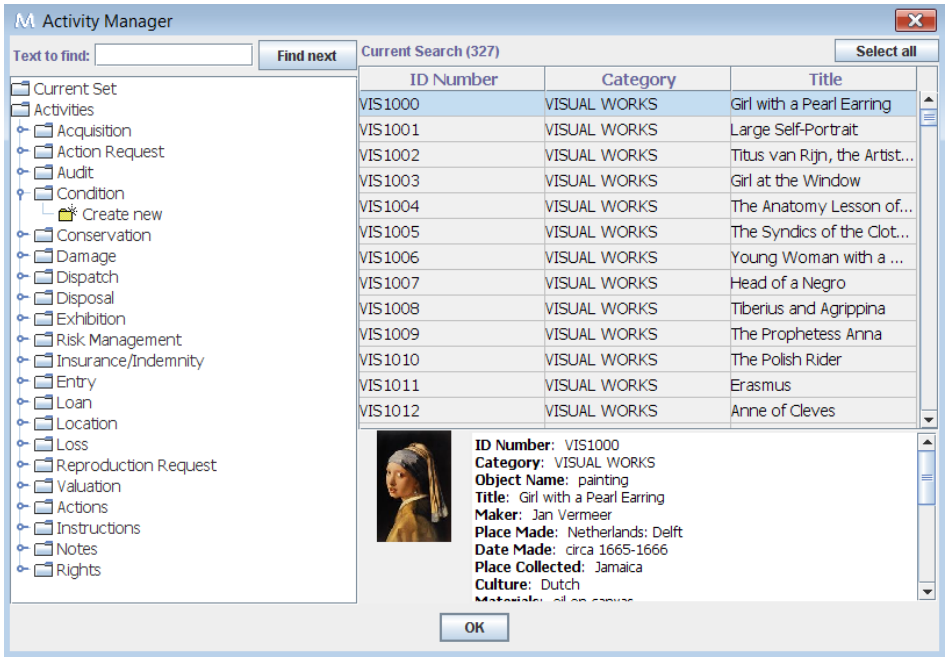
The Activity Manager is also used to generate Object-Specific Activity records for several objects at one time.

Activity Manager

The Activity Manager is a visual tool used to help you process Activity records.

To open Activity Manager:

- Select Tools, Activity Manager from the menu (or click on the Activity Manager icon on the toolbar).

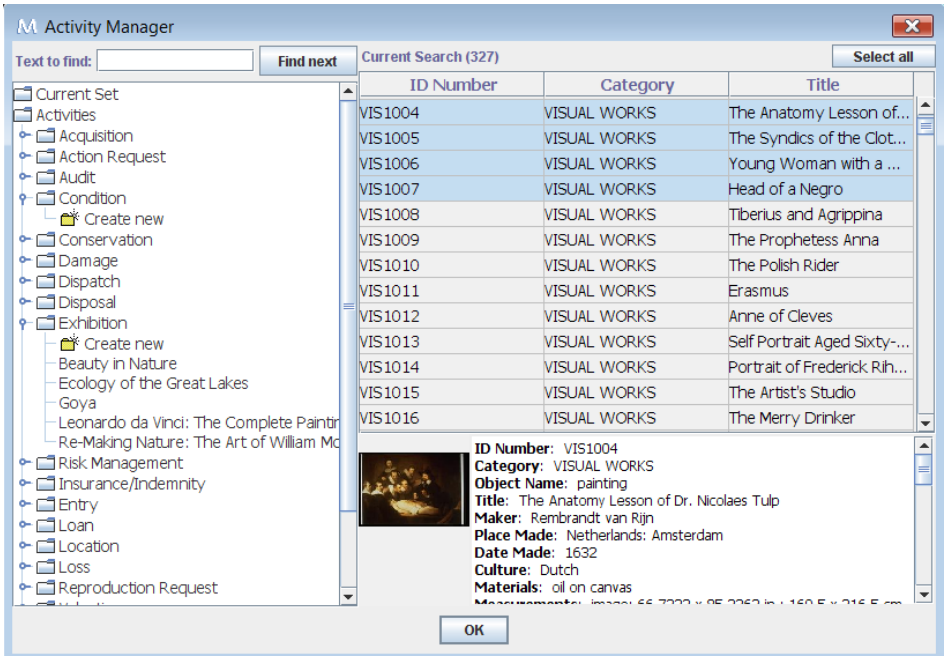


Activity Manager

Dragging and dropping objects into the various Activity folders creates new Activity records. Once the records are created in Activity Manager, they can be accessed in the corresponding Activity and enhanced on an individual basis.

Activity Manager Components

The Activity Manager has five main components: Current Set folder, Activity List, Object Set, Object Summary, and Text to Find search field.



Activity Manager

Current Set

When you open Activity Manager, the records from your current query are loaded into the Current Set folder and displayed in the Record Set (Object List) panel. If you navigate to a Transaction Activity and click an entry to show the objects associated with that Activity, clicking the Current Set folder refreshes the Record Set with the records you had when you first opened Activity Manager

For Transaction Activities, the folders display all of the Activities where the Status in the Parent Section equals "open." Clicking on a folder displays all of the objects attached to the Activity record. You can then drag objects from one Activity and drop them on another to add them to an Activity. Dragging object(s) onto the Create New folder creates a new Activity record and links the object(s) to that Activity.

Activity List

Each Activity has a single folder. The Transaction Activity folders display a list of open Activities (as identified by the Status field) and a Create New Folder. The Object Specific Activities only contain the Create New folder. Dragging an object onto an existing Activity links the object to that Activity. Dragging an object onto the Create New folder opens a "Quick Add" form that creates a new Activity and attaches the object.

NOTE: The Activity List contains all records where the Status is filled in and is not one of the values entered for the ACTIVITY_CLOSED_LIST setting in the System Settings in the Admin Module. If you do not see your Activity in the Activity folder, it is likely the Status is either empty or contains one of the terms that is used to exclude records from display.

Object Set

The Object Set (Object List) contains the records that you will be working with.

ID Number	Category	Title
VIS1004	VISUAL WORKS	The Anatomy Lesson of...
VIS1005	VISUAL WORKS	The Syndics of the Clot...
VIS1006	VISUAL WORKS	Young Woman with a ...
VIS1007	VISUAL WORKS	Head of a Negro
VIS1008	VISUAL WORKS	Tiberius and Agrippina
VIS1009	VISUAL WORKS	The Prophetess Anna
VIS1010	VISUAL WORKS	The Polish Rider

Object Set

Depending on where you are in Mimsy XG when you open Activity Manager, the Object Set varies.

- If you open the Activity Manager in the Object Authority or any Object Specific Activity, the list displays the Object Authority records from your current query.
- If you open the Activity Manager in a Transaction Activity, the list displays the Object Authority records to the Activity.
- If you click on the Current Set folder (top of left panel), the records from your current query re-display.

Sort Object Set

Objects may be quick-sorted according to your preferences by clicking on the column heading.

To sort on any of the fields displayed:

- Clicking once sorts the records A-Z; clicking twice sorts the records Z-A.

The records will automatically be ordered according to the values in the selected field.

Change Column Width

To change the width of any of the columns displayed:

- Place cursor on right side of column.
- Cursor will turn into a sizing arrow.
- Drag column to desired width.

There are only three data fields in the Objects List. Narrowing the columns will not "add" any additional data fields.

Change Column Order

To reorder the columns:

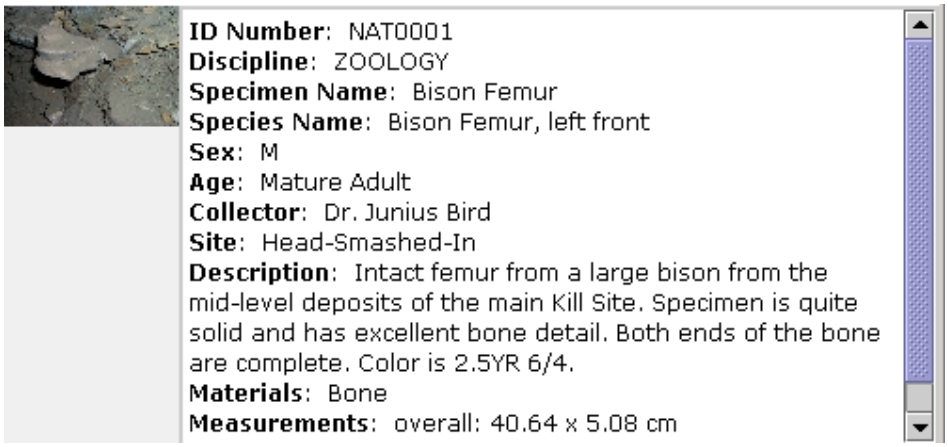
- Click on Field Tag.

- Hold left mouse button down.
- Drag column left or right.
- Release mouse button.

The columns default to the standard order the next time the Activity Manager is opened.

Object Record Summary

The Object Record Summary section of the Activity Manager provides a brief overview of each object record in the Object Set.


ID Number: NAT0001
Discipline: ZOOLOGY
Specimen Name: Bison Femur
Species Name: Bison Femur, left front
Sex: M
Age: Mature Adult
Collector: Dr. Junius Bird
Site: Head-Smashed-In
Description: Intact femur from a large bison from the mid-level deposits of the main Kill Site. Specimen is quite solid and has excellent bone detail. Both ends of the bone are complete. Color is 2.5YR 6/4.
Materials: Bone
Measurements: overall: 40.64 x 5.08 cm

Record Summary

Clicking on an entry in the Activity Object section automatically refreshes the Object Record Summary with the corresponding data for the selected record. Data in the Object Record Summary is read-only.

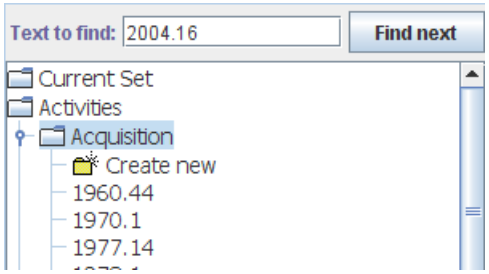
Text To Find

The Text to Find field allows you to search for Activity Records within an Activity. Open the Activity that you want to search, and put your cursor in it to activate it.

When the Text to Find field is used to search the Activity Manager, Mimsy XG searches the current open Activity folder. If you are in the Acquisition Folder and search for a Loan Number, nothing is returned. Running the same search after clicking and opening the Loan Folder returns the expected record. This is helpful if you are trying to find a loan or acquisition within a long list.

To use the Text to Find field to search for an Activity:

- Click on the folder of the Activity you wish to search. The folder opens and displays all Activities flagged as “open.”

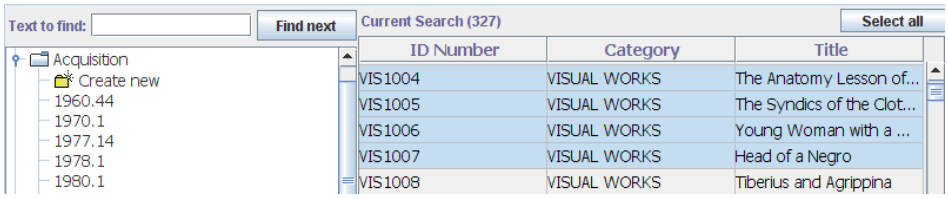


Text to Find

- Click in the Text to Find field.
- Enter a full or partial term. You may use wildcards.
- Click the FIND NEXT button, or hit F8. There is no menu equivalent to this.
- A search is run and the first matching Activity record is highlighted. If this is not the desired record, click Find Next. The system will jump down to the next entry with the value.

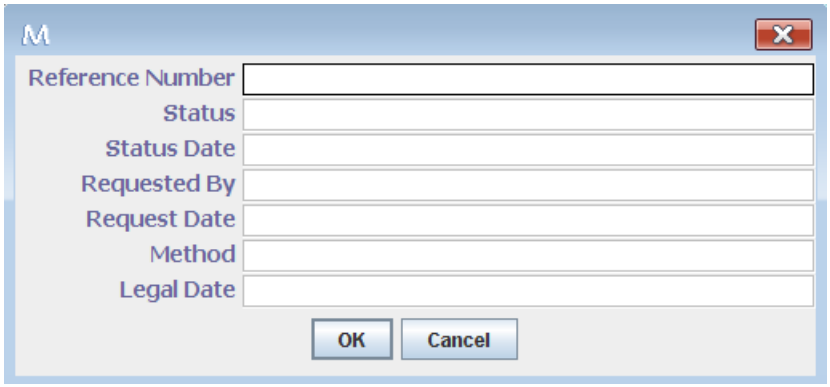
Create New Transaction Activities

Each of the Transaction Activities (with the exception of Entry) has a folder in the Activities Manager. Within each of these folders is a "Create New" folder. NOTE: Users may not create new Entry records through the Activity Manager.



Drag Records into Create New Activity Folder

When objects are dragged onto the Create New folder, Mimsy XG displays a "Quick Add" form for the Transaction Activity.



Sample Quick Add Form

Users may complete the form and Mimsy XG uses the information to create a new Transaction Activity and attaches the objects.

The fields displayed during the Transaction record creation are configured in the System Module. To change the field set for a given Activity, modify the QUICK_ADD_ACQUISTION, QUICK_ADD_ACTION_REQUEST, QUICK_ADD_AUDIT, QUICK_ADD_DISPATCH, QUICK_ADD_DISPOSAL, QUICK_ADD_EXHIBTION, QUICK_ADD_HAZARDS, QUICK_ADD_LOAN, or QUICK_ADD_REPRODUCTION View Properties in the System Module.

Add Objects To Transactions

The Activity Manager is used to add objects to the Activities. In addition, when objects are dragged from one Activity to another, a link is made between both Activity records. For example, when an object is added from an Exhibition to a Loan, a link between the Loan and Exhibition is made.

Create Object Specific Activity Records

Each of the Object Specific Activities has a folder in the Activities Manager. Within each of these folders is a "Create New" folder. When objects are dragged onto the Create New folder, Mimsy XG displays a "Quick Add" form for the Object Specific Activity. Users may complete the form and Mimsy XG uses the information to create a new Activity for one or more objects.

The fields displayed during the Object Specific record creation are configured in the System Module. To change the field set for a given Activity, modify the QUICK_ADD_ACTIONS, QUICK_ADD_CONDITION, QUICK_ADD_CONSERVATION, QUICK_ADD_DAMAGE, QUICK_ADD_HAZARD, QUICK_ADD_LOCATION, QUICK_ADD_LOSS, or QUICK_ADD_VALUE System Settings in the System Module.

Object Specific Activities - Actions, Instructions, Notes

Object Specific Activity Records may be created for one object at a time or for several objects at once. An Object Specific Activity is created for records by dragging it from one Transaction Activity folder and dropping it onto an Object Specific Activity folder. Actions, Instructions, Notes, and Rights are created the same way.

Create One Object Specific Activity Record

To create a single Condition, Conservation, Damage, Location, Loss, or Valuation Activity record:

- Click on an Activity record in the Activity List section (the pane on left side).
- Click on an Activity object record in the Object Set section (the grid).
- Hold the left-mouse button down.
- Drag the Activity object to the "Create New" option within the correct Object Specific Activity.
- Release the mouse button.

- The Object Specific Activity Record window displays. Your System Administrator configures the fields that display in this window.
- Complete the data fields to create a new Object Specific Activity record.
- Click OK.
- Confirmation message with number of records processed appears.

Create Multiple Object Specific Activity Records

To create a several Condition, Conservation, Damage, Location, Loss, or Valuation Activity records at one time (global add):

- Click on an Activity record in the Activity List section (the pane on left side).
- Click on an Activity object record in the Object Set section (the grid).
- Hold the SHIFT key down.
- Use the DOWN ARROW key or PAGE DOWN key to select the appropriate Activity object records.
- Release the SHIFT key.
- Place the cursor on any highlighted area of the grid.
- Hold the left-mouse button down.
- Drag the objects to the "Create New" option within Object Specific Activity.
- Release the mouse button.
- The Quick Add Object Specific Activity Record window displays. Your System Administrator configures the fields that display in this window.
- Complete the data fields to create a new Object Specific Activity record.
- Click OK.
- Confirmation message with number of records processed appears.

Transaction Activities

Records may be added to a Transaction one at a time or in clusters. A record is added to an Activity by dragging it from one Transaction Activity folder and dropping it into another folder in the Activity Manager.

Create New Transaction Activity in Activity Manager

- To create a new Transaction Activity in the Activity Manager:
- Click on an Activity record in the Activity List section (the pane on left side).
- Click on an object record in the Object Set section (the grid).
- Hold the left-mouse button down.
- Drag the Activity object(s) to Create New Activity folder.
- Release the mouse button.

- The Quick Add fields for that Activity display. Complete the data fields and click OK.
- Hold the left-mouse button down.
- Drag the Activity object to the correct Activity.
- The object record will automatically be added to the Activity.

Add One Record to a Transaction Activity in Activity Manager

- To add a record to the Activity in the Activity Manager:
- Click on an Activity record in the Activity List section (the pane on left side).
- Click on an object record in the Object Set section (the grid).
- Hold the left-mouse button down.
- Drag the Activity object to the correct Activity.
- Release the mouse button.

The object record will automatically be added to the Activity.

Add Multiple Records to a Transaction Activity in Activity Manager

- To add multiple records to the Activity:
- Click on an Activity record in the Activity List section (the pane on left side).
- Click on an object record in the Object Set section (the grid).
- Hold the SHIFT key down.
- Use the DOWN ARROW key or PAGE DOWN key to select the appropriate Activity object records.
- Release the SHIFT key.
- Place the cursor on any highlighted area of the grid.
- Hold the left-mouse button down.
- Drag the objects to the correct Activity.
- Release the mouse button.
- A message will display reading “X records added”.

Remove Records From an Activity

Object records cannot be removed from an Activity while in Activity Manager. To remove an object, you must open the Activity record, click in the Child section, and delete the corresponding record.

Chapter 22 - Entry

The Entry Activity manages the physical deposit of objects. These objects or specimens may enter your institution for any number of reasons. A donor may drop objects off to be considered for acquisition into the collection, or perhaps the objects are part of an incoming loan. Regardless of the reason something is arriving, it can be processed through the Entry Activity.

In this chapter you will learn how to:

Link Deposits to Loans and Acquisitions
Assign Temporary Object Numbers
Complete Primary Cataloguing
Add Location, Condition, and Value Data

The Entry Activity is tightly linked with several other areas of Mimsy XG: Acquisitions, Loans, Condition, Location, and Value.

Overall Entry Process

Each group of objects to be delivered by the same person on a given day will be entered on a single Entry Activity record. The Entry record contains details about who makes the delivery, when it is accepted, and why the objects are dropped off. As part of the Entry process, you will also record enough details to identify what objects are received, where the objects are, what condition they are in, and their initial value. If you wish, you may use this information to generate a corresponding Objects Authority record while you are still in the Entry Activity.

OPTION: The Entry process links to both the Acquisition Activity and the Loan Activity. Since both of these Activities contain names that link to the People Authority (donors, vendors, lenders, depositors), some museums prefer to confirm that all related People Authority records have been entered into Mimsy XG before beginning the Entry process.

Using Entry for Future Deposits

The Entry Activity is intended to manage details about the physical deposit of objects, but the objects do not necessarily have to be on-site in order for you to use this activity. Many sites use the Entry Activity to enter data about objects well in advance of their arrival, then fill in the Entry Date when the objects are delivered. This helps manage object information from the very beginning of Acquisition and Loan processes.

There are several advantages to using the Entry Activity for future deposits:

- Using the Entry Activity automatically creates a detailed Objects Authority record for the object. If this object is associated with other Transaction Activities, using a "full" linked Objects Authority record may be preferable to an unlinked object with only a basic description.
- Once an Objects Authority record has been created, linked media can be attached. This is helpful for creating reports where pictures of acquisition or loan candidates need to be displayed.
- The Objects Authority Search Filter "hides" object records created through the Entry Activity that have not been approved for viewing. Records for objects that are not on-site can be filtered out from general view until they are ready for use.
- Mimsy XG prompts users to create linked Acquisition or Loan Activity records. The linking adds records to two activities at the same time (Entry/Acquisition or Entry/Loan).

If you decide not to use the Entry Activity for future deposits, you are able to create all Activity links and Objects Authority records at a later date using the Object Reconciler and / or Activity Manager.

Special Features In Entry

There are several special features in the Entry Activity to assist you as you process deposits.

Pop-Up Lists

At the time of installation, the Pop-Up Lists for the fields in the Child section are configured to display the same lists as those fields in the Objects Authority. The Location field Pop-Up List accesses the Facility Browser. The Condition Pop-Up List displays the same list as the Condition field in the Condition Activity.

Read-Only Record

Once the Entry process is complete, the record may be protected by changing the access status to read-only. This write-protection is activated by entering "closed" into the STATUS field in the Parent section of the Entry record.



The term "closed" is set as the default at the time of installation. To change the term that triggers the process of making a record read-only, modify the ENTRY_CLOSED System Setting area in the System Module.

Unique Receipt Number

Each Entry Activity is assigned a unique Receipt Number. When you create an Entry record, Mimsy XG automatically compares the new Receipt Number to the existing records in the database. If there is a conflict (Receipt Number already assigned), Mimsy XG displays a message alerting the user to the problem. The user must resolve the conflict before saving the record.

Auto-Generated Receipt Number

Mimsy XG may be configured to assign a sequential Receipt Number in a user-defined format. You are not required to use an auto-generated Receipt Number and may enter an alternate Receipt Number value if you prefer.

To assign the next auto-generated Receipt Number:

- Click in the Receipt Number field.
- Select Field, Pop-Up List from the menu (or press F9).



To configure an auto generated Receipt Number for use in the Entry Activity, modify the List Name for the Receipt Number in the View Properties for in the Entry table. This value may be reset each year so that the ID Numbers assigned always contain the 4-digit year and the sequential number. EXAMPLE: 2003.1

Depositor Contact

The Pop-Up List for Contacts depends on the name entered into the Depositor field. The list is automatically generated from the contacts entered for the person or organization in People Authority in the Contacts (Addresses) Flexi-Fields. Within the Contacts Flexi-fields, entries with the Active flag checked will appear in the pop-up list. Those entries that do not have this flag checked will not appear.

HINT: if there are no contact names in the Pop-Up List, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new contact data so that it will be added to the Contacts Pop-Up List.

Address Auto-fill

The Pop-Up List for the Address field is generated from the Contacts listed for the Depositor in the People Authority.

Link to Transaction Activity

Mimsy XG distinguishes between the physical deposit of objects and the Transaction Activity associated with their arrival. Since Entry is often used for the initial processing of objects, you have the option to link the Entry record to Activity records that describe *why* the objects are in your care. Linking may be done through the TYPE Radio Buttons, or through Activity Manager.



Entry Type Field

Clicking the Acquisition or Loan Radio buttons triggers a validation process to see if the Entry record is associated with an Activity. If there is no associated Activity record, Mimsy XG prompts you to create a new one or link to an existing Activity record.

There are two Activities that may be linked to Entry: Acquisitions and Loans.

Link to Acquisition

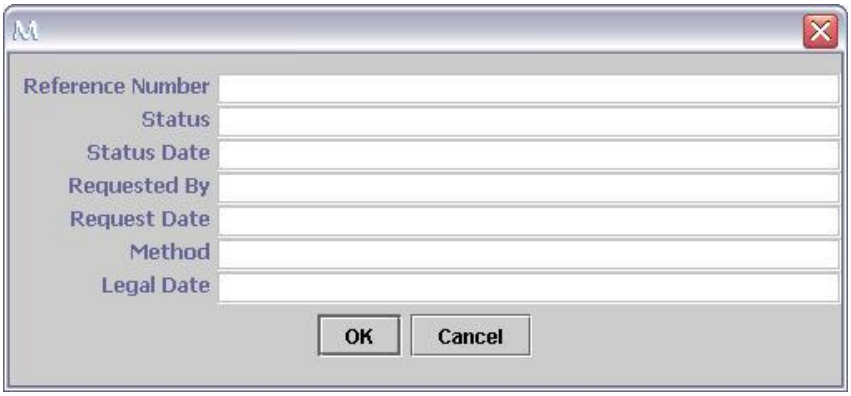
If the Acquisition Radio button is filled in, Mimsy XG displays the following message:



Acquisition Message

Yes, Create New Acquisition

Clicking YES opens an Acquisition Quick Add Form.



Acquisition Quick Add Form

Click YES in the following situation:

- This is a new acquisition candidate and it is the first time any information about the object has been entered into Mimsy XG (and you do use the Acquisition Activity at your museum).

As objects are added to the Entry record, they are also added to the linked Acquisition. These objects may be added over a period of days or weeks – they do not have to be added at the time the records are originally linked.

No, Do Not Create New Acquisition

Clicking NO cancels the automatic creation of a new Acquisition record.

Click NO in the following situation:

- There is already an Acquisition Activity record for the object that has just been deposited, or you do not use the Acquisition Activity at your museum.

If you click NO, we recommend using the Object Reconciler to link the Entry record to an existing Acquisition Activity. Create this link in the Entry ID field in the Child section, by selecting Field, Pop-Up List (or pressing F9).

Link to Loan

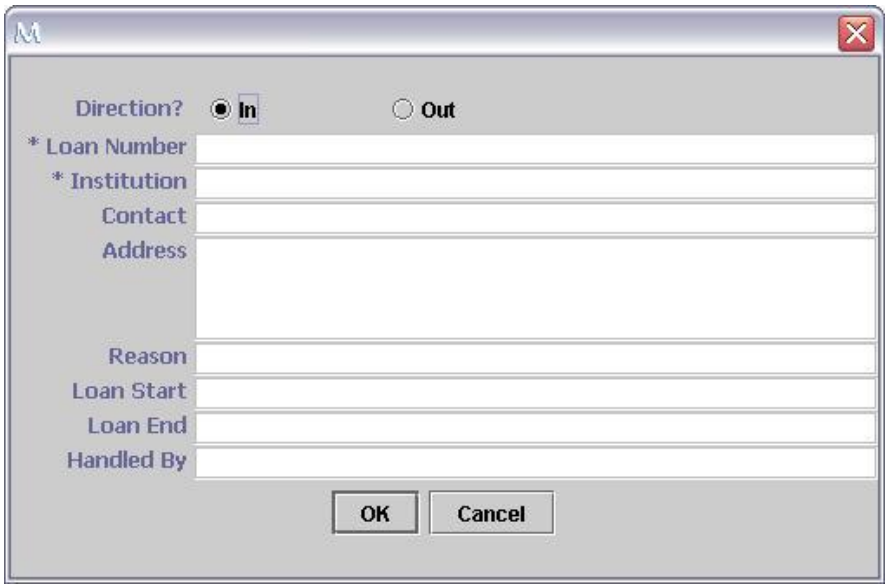
If the Loan Radio button is filled in, Mimsy XG displays the following message:



Loan Message

Yes, Create New Loan

Clicking YES opens a Quick Add Loan Activity Form.



Loan Quick Add Form

Click YES in the following situation:

- This is a borrowed object and it is the first time any information about the loan has been entered into Mimsy XG.

As objects are added to the Entry record, they are also added to the linked Loan. These objects may be added over a period of days or weeks – they do not have to be added at the time the records are originally linked.

No, Do Not Create New Loan

Clicking NO cancels the automatic creation of a new Loan record.

Click NO in the following situation:

- There is already a Loan Activity record for the object that has just been deposited.

If you click NO, we recommend using the Object Reconciler to link the Entry record to an existing Loan Activity. Create this link in the Entry ID field in the Child section, by selecting Field, Pop-Up List (or pressing F9). The Object Reconciler links the entry object to an activity object.

Returning Objects

The Entry Activity may be used to process objects that have been removed from the premises and are now returning. If the object has already been catalogued in the Object Authority and does not need to be linked to an Acquisition or a Loan, select the RETURN Radio button.

Depositor

The Depositor Pop-Up List is automatically generated from the People Authority records where the records are flagged as Sources or Borrowers or Lenders.

Auto-Generated Entry ID Numbers

When you begin adding objects to the child section of the record, Mimsy XG generates an Entry ID Number based on the Entry Receipt Number. This number may be updated in the Acquisition Activity or Loan Activity at a later date. If you do not want to use the auto-generated Entry ID Number, backspace over it and type a new number.



The Entry ID Numbers are built by using the Receipt Number with a "separator" with a sequential number. To define format of the Entry ID Number assigned, modify the Default Value for the Temporary_ID field in the Entry_Items table in the View Properties of the System Module.

Objects Authority Validation

Once an object is added to the child section of an Entry record, Mimsy XG checks to see if the number has already been assigned in the Objects Authority. If the ID Number matches an existing record, Mimsy XG assumes you are processing the return of an object and links the Entry record to the existing object.

If there is no matching ID Number, the following message:

"<VAR> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number."

Yes, Continue with ID Number

If you click YES, you may continue to enter core data about the entry object in the Entry record. At this point, the object is treated as an unlinked object. The object may be moved into the Objects Authority at any time by checking the Linked? flag.

No, Select an Existing ID Number

If you click NO, Mimsy XG expects that you are processing the entry of an object that has already been added to the Objects Authority. By clicking no, you indicate that you have mistyped the ID Number and need to re-enter it. After you click NO, a Pop-Up List of existing ID Numbers where the first few characters of the ID Number match the object being processed display. If there are no matching ID Numbers, Mimsy XG displays a message reading "Pop-Up List contains no entries."

No Message At All

If no message displays at all, Mimsy XG has linked the object to an existing Object Authority record.

Linked?

The Linked? Flag indicates whether the object has a record in the Objects Authority. The first time you click in this field, Mimsy XG copies all of the data about the received object into the Objects Authority. This transfer only happens once, so be sure you are done adding information before you enter the field. After the flag is checked, changes to the Entry record do NOT carry-over into the Objects Authority. This safeguard is in place since many sites use the Entry Activity to generate receipts and other legal documents.

If a user unchecks the Linked? Flag, Mimsy XG will ask the user if the link between the entry record and the Objects Authority record should be removed. Answering yes breaks the link between the records, but does NOT delete the Objects Authority record.

Return Acquisition Candidates / Return Loan Objects

If the object is not accepted into the Permanent Collection or is part of a Loan that is ending, you may wish to record the return of the objects. This information may be entered in the Entry Activity in the Return To and Return Date fields or by using the Dispatch Activity.

Legal Status Default

The Type field in the Entry record controls the Legal Status default value. If the Type is "loan," Mimsy XG enters a default Legal Status of "LOAN." If the Type is "acquisition," Mimsy XG enters a default Legal Status of "ACQUISITION CANDIDATE."



To change the values entered in the Legal Status field when the Type is set to Acquisition or Loan, modify the ENTRY_LEGAL_STATUS_ACQUISITION and ENTRY_LEGAL_STATUS_LOAN System Settings in the System Module.

Creation of Object Activity Records

The child section in the Entry Activity is linked to the Location, Condition, and Value Activities. Adding data in these fields automatically creates corresponding Activity records for the object. NOTE: Activity records will be created when the Linked? Flag is checked.

Reconciling Objects

The Entry Activity often contains information about objects that may be attached as unlinked objects in existing Transaction Activity records. When these objects do arrive, you will "reconcile" them with existing Activity records. Reconciliation links an entry object to the Activity record describing why it is here.

To use the Object Reconciler:

- In the Entry ID Field, select Field, Pop-Up List from the menu (or press F9).
- The Object Reconciler displays.
- Navigate to the Activity Folder with the object you have just received.
- Click the Reconcile button to link the entry object to the corresponding object attached to the Activity.

NOTE: the reason that reconciliation is not automatic is to prevent objects from being attached to the wrong activity record. This occurs with objects that are attached to multiple loans, exhibitions, or acquisitions.

To break a reconciled link:

- Move to the Activity with the attached object.
- Delete the object.

- Save the deletion.
- Re-attach the object to the Activity.

Just the Facts

The instructions below describe a brief summary of how to process an object through the Entry Activity. Detailed instructions for using this Activity with Acquisitions and Loans appear in the *Acquisitions/Accessions* and *Loans and Exhibitions* chapters of this manual.

Create a new Entry record.

- Select Record, Create Record from the menu (or press F6).
- Enter a Receipt Number. Select Field, Pop-Up List from the menu or press F9 for a sequential number (if this feature is in use at your institution).
- Enter a Type for the Entry (acquisition, loan, return, or other).
- Respond to prompt to "Generate an Acquisition Record" or "Generate a Loan Record."
  - If you answer YES to the prompt, Mimsy XG displays a Quick Add form for the corresponding Activity record and attaches the object to that record. This is recommended for first time processing of objects (objects that have never been entered in the Objects Authority or any Activities).
  - If you answer NO to the prompt, Mimsy XG does not create any links. This is recommended if the object has already been added to an Activity record (object was added to an Activity well in advance of its deposit). If this option is selected, we recommend following the *Reconciling an Object* section of these instructions.
- Save the Parent section of the record.
- Click in Entry ID field in the Child section (or press F5).
- Create a new entry object record by selecting Record, Create Record from the menu (or press F6).
- A Temporary Number will automatically be entered into the Entry ID field. If you do not wish to use this number, backspace over it and enter a new number for the object.
- Once you move (by clicking or tabbing) past the Entry ID field, Mimsy XG checks to see if the Entry ID has already been assigned to an Objects Authority record.
- In most cases, a message reading "<VAR> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number." displays.
- IF YOU CLICK YES,
  - Answering YES allows you to finish data entry for the object, then transfer the data to the Objects Authority by checking the Linked? flag.

- Continue adding Entry details for the object.

- When finished adding the details about the unlinked object, check the Linked? flag. This creates a record for the object in the Objects Authority. HINT: once you check the flag, updates to the Entry record do NOT carry-over into the Objects Authority.

- IF YOU CLICK NO,

- Answering NO means that you have mistyped the Entry ID and want to link the object to an existing Objects Authority record.

- Mimsy XG displays a Pop-Up List of existing ID Numbers. You must select one to continue. If the list "has no entries," then Mimsy XG cannot find any similar ID Numbers to the one you have entered.

- After you select an object from the list or retype the Entry ID, Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object fields.

- IF THE MESSAGE DOESN'T APPEAR AT ALL,

- If the message does not appear, this means Mimsy XG has linked the object to the existing Objects Authority record. This happens in cases where a Permanent Collection object is returned.

- After the record is saved and refreshed (F10 and SHIFT+F8) Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object fields.

Reconcile the Object

If the object deposited is dropped off because it is involved in a Transaction Activity that has already been created prior to the day the object arrived, reconcile the object with the Activity record. These steps will only be used when a linked Acquisition or linked Loan record is NOT created as part of the initial Entry record creation (you answered NO to the prompt to create a linked Activity).

To link the object to a previously entered Activity:

- In the Entry ID Field, select Field, Pop-Up List from the menu (or press F9).
- The Object Reconciler displays.
- Navigate to the Activity Folder with the object you have just received.
- Click the Reconcile button to link the entry object to the activity object.

Chapter 23 - Acquisitions / Accessions

In Mimsy XG, an acquisition is considered to be one or more objects that are received or purchased from the same source(s) at the same time. The Acquisition Activity describes the details associated with the accession process including which objects are considered, who the donors or vendors are, and when the decision regarding the objects was made.

In this chapter you will learn how to:

Start acquisitions with the deposit of objects or before they arrive on-site
Transfer acquired objects into the Objects Authority
Automatically update the Legal Status of Objects Authority records for acquisitions
Transfer objects between departments

Mimsy XG supports a wide variety of acquisition processes. If your collection does not follow formal acquisition procedures or you prefer to put this information directly into the Objects Authority, you may simply add an object to the Objects Authority and enter the term “Acquisition Candidate” in the Legal Status field.

Overall Acquisition Process

There are several approaches to managing the acquisition process. Some museums start the acquisition process when a donation or purchase is first discussed with a donor or curator. At these sites, users create Acquisition Activity records with a brief description of the objects under consideration. If and when the objects are approved for accession, they are entered in the Objects Authority or processed through the Entry Activity.

Other sites prefer to start the acquisition process based on the physical deposit of objects. When acquisition candidates are placed in the museum's care, they are processed through the Entry Activity. Since Entry records for Acquisitions prompt users to generate linked Acquisition Activity records, the objects can be automatically attached to the Acquisition Activity.

It is also possible to begin in the Object Authority and catalogue an object, then link it to the Acquisition Activity. When the object does arrive, it can then be processed through the Entry Activity.

Depending on your personal preference and best-practice procedures, you may opt to initiate the acquisition process in the Acquisition Activity , Entry Activity, or Object Authority (or a combination of all three). There is no "right" way to accession objects in Mimsy XG. We recommend that you review the options supported by the software and build a model that best meets your needs.

Start in the Acquisition Activity

There are two scenarios in which the accession process is started in the Acquisition Activity. One, you do not have physical possession of the acquisition candidates. And two, the objects are in your care, but you have not determined whether or not they will be added to the collection. In these cases, a brief description of the object can be entered in the Acquisition Activity. If the object is approved for accession, it can be "moved" into the Objects Authority when the arrival is eventually processed through the Entry Activity.

Start in the Entry Activity

Users who begin the accession process in the Entry Activity are able to take advantage of the automatic links between the Entry Activity and the Acquisition Activity. Objects attached to the Entry record are automatically attached to the corresponding Acquisition Activity. To review the Entry Activity, refer to the previous chapter.

Start in the Object Authority

Users may also opt to do extended cataloguing in the Object Authority, then link the object to the Acquisition Activity. In this scenario, we suggest that you set the Legal Status of the object to ACQUISITION CANDIDATE.

Acquiring a Borrowed Object

There may be occasions when an object comes in on a loan and is later considered for acquisition. Objects that are already catalogued in the Objects Authority and attached to Loan Activities can be added to Acquisition Activity records.

Transferring Objects Between Departments

If an object is deaccessioned by one department and accessioned by a different department, it will be attached to 2 Acquisition Activity records.

Special Features

The Acquisition Activity contains the following special features to help support the acquisition procedures used by your institution.

Read-Only

The Status field in the Parent section of the record controls the security status of the Acquisition Activity record. When the Status is set to "closed," the entire Acquisition Activity record becomes read-only.



To change the Acquisition Activity Status field term that changes a record to read-only, modify the ACQUISITION_CLOSED_LIST data default in the System Module. This change may be made by your System Administrator.

Unique Ref Number

Each record in Mimsy XG must have a unique Reference Number (Ref Number), or the record cannot be saved. When entering a new Acquisition Activity record, Mimsy XG automatically compares the new Ref Number to the existing records in the database. If there is a conflict (number already assigned), Mimsy XG displays a message alerting the user to the problem. The user must resolve the conflict before saving the record.

Automatic Ref Number Generated

If an Acquisition Activity record is generated through the Entry Activity, the Ref Number assigned to the Acquisition Activity will be the same as the Entry Activity Receipt Number. You may enter a new Acquisition Activity Ref Number if you prefer.

To assign the next sequential Ref Number:

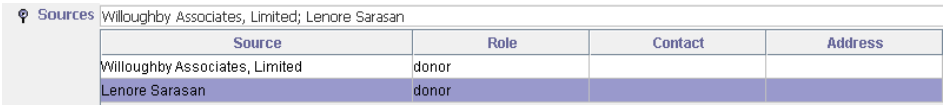
- Click in the Ref Number field.
- Select Field, Pop-Up List from the menu (or press F9).

To configure an auto generated Ref Number for use in the Acquisition Activity, modify the ID_FORMAT_REF_NUMBER data default in the System Module. This data default may be reset each year so that the Ref Numbers assigned always contain the 4-digit year and the sequential gift number. EXAMPLE: 2003.1

Auto-generated Ref Number values may be reset at any time. For example, when a new calendar year begins, the root number (year) and accession sequence number (order of gift) may be adjusted to begin with the new year and the number 1.

Source Data / Donor Information

Information about the donors, vendors, auction houses, or other parties involved in an acquisition is managed in the Sources field in the Acquisition Activity. Data entered into the Anchor field is automatically added to the Sources Flexi-Fields.


Sources Willoughby Associates, Limited; Lenore Sarasan

Source	Role	Contact	Address
Willoughby Associates, Limited	donor		
Lenore Sarasan	donor		

Donor / Vendor Information

The Source field validates against the People Authority where the Source check flag is checked (Source = Y).

NOTE: Mimsy XG prompts you to create a record on the fly for any name that does not exist in the People Authority. To limit this functionality and prevent users from adding new names, contact your System Administrator.

Source Contact

The Pop-Up List for Contacts depends on the name entered into the Source field. The list is automatically generated from the contacts entered for the person or organization in People Authority in the Addresses Flexi-Fields where the Active flag is checked.

HINT: if there are no contact names in the Pop-Up List, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new contact data so that it will be added to the Contacts Pop-Up List. Make sure that the Active flag is checked.

Address Auto-fill

The Pop-Up List for the Address field is generated from the Contacts listed for the Source in the People Authority.

Automatic Entry of Total Items Field

After objects have been entered in the child section and the record is saved, Mimsy XG automatically updates the Total Items field with the number of child records attached to the Activity.

Assign Permanent ID Number

The ID Number assigned to the object when the acquisition process first begins is often a temporary number. If the object is accessioned and a new permanent number is assigned, backspace over the ID Number and edit as necessary. This update will be carried over to the

Objects Authority and the ID Sorts will be re-parsed. The new ID Number should be assigned *after* the Accession Date field is entered.

The ACQUISITION_OTHER_NUMBER trigger is activated when the new ID Number is assigned in the Acquisition Activity. This trigger creates a record in the Other Numbers table listing the original number assigned to the object, the date the number was changed and the logon of the person who entered the updated number. To modify the defaults entered as part of this process, modify the ACQUISITION_OTHER_NUMBER_TYPE and ENTRY_TEMPORARY_NUMBER_TYPE Text Settings in the System Module.

Accession Date

The Accession Date is the date on which the object becomes a part of the Permanent Collection. If the object has not already been entered into the Objects Authority or processed through the Entry Activity, entering a date in this field triggers the creation of a new Objects Authority record. The Description field for the object is copied into the Description field in the Objects Authority.

Legal Status Update

There is a relationship between the Status field in the child section of the Acquisition Activity and the Legal Status field in the Objects Authority. When you enter the term "approved" in the Status field and enter an Accession Date value, Mimsy XG automatically changes the Legal Status of the item to "PERMANENT COLLECTION." If the object is “rejected” Mimsy XG automatically changes the Legal Status of the item to "REJECTED ACQUISITION."

To change the Acquisition Activity Status field terms that trigger the update of the Legal Status field in the Objects Authority, modify the ACQUISITION_APPROVED and AQUSITION_REJECTED System Settings in the System Module.

Begin with Entry (Deposit)

This option is typically used when objects are expected to be dropped off at your institution, but a decision about adding them to the collection has not been made.

Create Entry Record

- Select Activities, Entry (CTRL+8).
- Select Record, Create Record from the menu (or press F6).
- Enter a Receipt Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Select Acquisition as the Entry Type.
- Click or TAB into the next field.
- A message reading “Do you wish to generate a linked Acquisition Record?” displays.
- Answer YES to the prompt to generate a linked Acquisition Activity record.
- Complete the Quick Add Acquisitions form.

- Click OK.
- Click in Entry ID field in the Child section (or press F5).
- Create a new Entry object record by selecting Record, Create Record from the menu (or press F6).
- A temporary number will automatically be entered into the Entry ID field. If you do not wish to use this number, backspace over it and enter a new number for the object.
- Once you move (by clicking or tabbing) past the Entry ID field, Mimsy XG checks to see if the Entry ID has already been assigned to an Objects Authority record.
- A Message reading "<Entry ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number." NOTE: if this message does not display, then the object exists in the Objects Authority and has most likely been processed through the Entry Activity. We recommend researching this object before continuing to avoid creating duplicate Entry and/or Acquisition records.
- Click YES. Answering YES allows users to finish data entry for the acquisition candidate, then transfer the data to the Objects Authority.
- Continue adding Entry details for the object.
- When finished adding the details about the object, check the Linked? flag. This creates a record for the object in the Objects Authority. HINT: once you check the flag, updates to the Entry record do NOT carry-over into the Objects Authority.

Move From Entry to the Acquisition Activity

- Press the REFRESH icon to refresh the Link Ledger. Under the Activities folder, a link to the Acquisition Activity appears.
- Click the Acquisition Ref Number in the Activities folder of the Link Ledger.
- Mimsy XG opens the linked Acquisition Activity record and displays the linked objects.

HINT: if you need to add an object at a later date, you can do so by creating a new record in the Child section.

Add Donor / Vendor Data

- Click the Sources Field.
- The Sources Flexi-Fields display.
- Click in the first empty row of the first column.
- Select Record, Create Record (or press F6).
- Enter a name.

  OR

- Press F9 for a Pop-Up list of names in the People Authority.

- TAB into the next field and enter the data.
- Repeat as necessary.

When A Decision Is Made About The Object

- Move to the Acquisition Activity.
- Click or TAB into the Status field in the Child section.
- Enter "approved" in the Status field to update the Legal Status of the object to Permanent Collection and enter a value into the Accession Date field.

  OR

- Enter "rejected" in the Status field to update the Legal Status of the object to REJECTED ACQUISITION.
- If appropriate, enter the Accession Date. NOTE: if for some reason an unlinked object has not been transferred into the Objects Authority at this point, entering the Accession Date creates an Objects Authority record for the object.
- If the object is accessioned, assign a permanent ID Number by backspacing over the ID Number value.
- When the acquisition decisions about all objects are resolved and all paperwork is processed, make the Acquisition Activity record read-only by entering "closed" in the Status field in the Parent section of the record.

Begin with Acquisition Activity

The following instructions assume that the user begins the acquisition process from the Acquisition Activity.

Create the Acquisition Activity Record

- Select Activities, Acquisitions
- Select Record, Create Record from the menu Record (or press F6).
- Enter a Ref Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.

Add Donor/Vendor Data

- Click the Sources Field.
- The Sources Flexi-Fields display.
- Click in the first empty row of the first column.
- Enter a name

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a Pop-Up list of names in the People Authority.
- TAB into the next field and enter the data.
- Repeat as necessary.

Attach Objects

- Click in ID Number field in the Child section. If the object has an existing ID Number, enter it; otherwise assign a temporary number by selecting Field, Pop-Up List (or press F9).
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the Object ID has already been assigned to an Objects Authority record.
- In most cases, a message reading "<VAR> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number." displays.
- If the message appears, click YES. This enables you to process the acquisition without adding it to the Objects Authority. If you click NO, Mimsy XG expects you to re-enter an ID Number that exists in the Objects Authority.

  OR

- If the message does not appear, it means Mimsy XG has linked the object to an existing Objects Authority record. This happens in cases where loaned objects are considered for acquisition or objects are deaccessioned by one department and accessioned by another. HINT: if you save a record after attaching an object, Mimsy XG copies the Description data into the record for you.
- Continue adding Acquisition details for the object.

When A Decision Regarding An Object Is Made

- Enter "approved" in the Status field to update the Legal Status of the object to PERMANENT COLLECTION.

  OR

- Enter "rejected" in the Status field to update the Legal Status of the object to REJECTED ACQUISITION.

When Objects Arrive On-Site

If the objects associated with the acquisition have already been processed through the Entry Activity, skip the following section.

- When the objects arrive on-site, open the Entry Activity.
- Select Record, Create Record from the menu (or press F6).
- Enter a Receipt Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Click the Acquisition Radio Button.
- A message reading "Do you wish to generate a linked Acquisition Record?"
- Answer NO to the prompt to generate a linked Acquisition Activity.
- Click in Entry ID field in the Child section.
- Select Record, Create Record from the menu (or press F6).

- A Temporary Number will automatically be entered into the Entry ID field. If you do not wish to use this number, backspace over it and enter a new number for the object.
- In the Entry ID Field, select Field, Pop-Up (or press F9).
- The Object Reconciler displays.
- Navigate to the Acquisition Activity Folder with the object you have just received.
- Click the Reconcile button to link the entry object to the acquisition object.
- Once you move (by clicking or tabbing) past the Entry ID field, Mimsy XG checks to see if the Entry ID has already been assigned to an Objects Authority record.
- In most cases, a message reading "<VAR> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number."
- Click YES.

  IF YOU CLICK YES,

  — Answering YES allows users to finish data entry for the acquisition candidate, transfer the data to the Objects Authority by checking the Linked? Flag, and use the Object Reconciler to link the object to the existing Acquisition Activity record.

  — Continue adding Entry details for the Object.

  — When finished adding the details about the unlinked object, check the Linked? flag. This creates a record for the object in the Objects Authority. HINT: once you check the flag, updates to the Entry record do NOT carry-over into the Objects Authority.

  — If the entry object has not been attached to a corresponding Activity, Mimsy XG displays an alert message reading "This entry object is not linked to the Objects Authority or to an Activity. Do you want to reconcile this entry with an existing record?" See the *Reconcile Objects* section for further instructions.

  IF YOU CLICK NO,

  — Answering NO means that you have mistyped the Entry ID and want to link the object to an existing Objects Authority record.

  — Mimsy XG displays a Pop-Up List of existing ID Numbers. You must select one to continue. If the list "has no entries," then Mimsy XG cannot find any similar ID Numbers to the one you have entered.

  — After you select an object from the list or retype the Entry ID, Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object fields.

  IF THE MESSAGE DOESN'T APPEAR AT ALL,

- If the message does not appear, this means Mimsy XG has linked the object to the existing Objects Authority record. This happens in cases where a loaned object is considered for acquisition or objects are deaccessioned from one department and accessioned by another.

- Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object fields.

Add Final Acquisition Details

Once objects have arrived on-site, complete final data entry.

- Move to the Acquisition Activity.
- Assign a permanent ID Number to the object by backspacing over the Temp ID value. This updates the number in the Objects Authority as well.
- Enter the Accession Date. NOTE: if for some reason an unlinked object has not been transferred into the Objects Authority at this point, entering the Accession Date creates an Objects Authority record for the object.
- Change the Status field in the Parent section of the record to "closed" to make the entire record read-only.

Begin with Object Authority

The following instructions assume that the user begins the acquisition process from the Object Authority.

Create the Object Authority Record (s)

- Select Authorities, Objects
- Select Record, Create Record from the menu Record (or press F6).
- Enter an ID Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Set the Legal Status = ACQUISITION CANDIDATE (or similar term).
- Select File, Save (or press F10 or click the SAVE icon).
- Repeat as needed.

Create Acquisition Activity

- Select Tools, Activity Manager (or press the Activity Manager icon).
- Open the Acquisitions folder.
- Drag the object (s) onto the "Create New" option.
- Enter the appropriate fields on the Quick Add form.
- Click OK.

When A Decision Regarding An Object Is Made

- Enter "approved" in the Status field to update the Legal Status of the object to PERMANENT COLLECTION.

  OR

- Enter "rejected" in the Status field to update the Legal Status of the object to REJECTED ACQUISITION.

When Objects Arrive On-Site

This step is optional.

- When the objects arrive on-site, open the Entry Activity.
- Select Record, Create Record from the menu (or press F6).
- Enter a Receipt Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Click the Acquisition Radio Button.
- A message reading "Do you wish to generate a linked Acquisition Record?"
- Answer NO to the prompt to generate a linked Acquisition Activity.
- Click in Entry ID field in the Child section.
- Select Record, Create Record from the menu (or press F6).
- A Temporary Number will automatically be entered into the Entry ID field. Backspace over the default and enter the ID Number for the object.
- Once you move (by clicking or tabbing) past the Entry ID field, Mimsy XG checks to see if the Entry ID has already been assigned to an Objects Authority record. You should NOT get a message since the object already exists in the Object Authority.
- Mimsy XG fills in the Entry Items fields with data from the corresponding Object Authority fields.
- Select File, Save (or press F10 or click the SAVE icon).

Chapter 24 - Disposal Activity

In Mimsy XG, a disposal is considered to be one or more objects that are being considered for deaccession at the same time. The Disposal Activity describes the details associated with the decision-making process including which objects are considered, the method of disposal, and when the decision regarding the objects was made.

Mimsy XG supports a wide variety of disposal processes. If your collection does not follow formal deaccession procedures or you prefer to put this information directly into the Objects Authority, you may simply enter the term "Deaccessioned" in the Legal Status field.

Overall Deaccession Process

Some museums create a single Deaccession record for each object under consideration, others create a Deaccession record and attach all objects considered for disposal at one time to the record. We recommend that you use whichever approach is best for your record keeping.

Read-Only

The Status field in the Parent section of the record controls the security status of the Disposal Activity record. When the Status is set to "closed," the entire Disposal Activity record becomes read-only.



To change the Acquisition Activity Status field term that changes a record to read-only, modify the DISPOSAL_CLOSED_LIST data default in the System Module.

Unique Reference Number

Each Disposal Activity record in Mimsy XG must have a unique Reference Number, or the record cannot be saved. When entering a new Disposal Activity record, Mimsy XG automatically compares the new Reference Number to the existing records in the database. If there is a conflict (Reference Number already assigned), Mimsy XG displays a message alerting the user to the problem. The user must resolve the conflict before saving the record.

Auto-Generated Reference Number

Mimsy XG may be configured to assign a sequential Reference Number in a user-defined format. You are not required to use an auto-generated Reference Number and may enter an alternate Reference Number value if you prefer.

To assign the next auto-generated Reference Number:

- Click in the Reference Number field.
- Select Field, Pop-Up List from the menu (or press F9).



To configure an auto generated Receipt Number to for the Disposal Activity, modify List Name value for the Receipt Number field in the Disposal table in the View Properties section of the System Module. This default may be reset each year so that the Receipt Numbers assigned always contain the 4-digit year and the sequential number.

Legal Status Update

There is a relationship between the Status field in the child section of the Disposal Activity and the Legal Status field in the Objects Authority. When you enter the term "approved" in the Status field and enter a Deaccession Date, Mimsy automatically changes the Legal Status of the item to "DEACCESSIONED." If the disposal of the object is "rejected" Mimsy leaves Legal Status of the Objects Authority record as-is.

To change the Disposal Activity Status field term that triggers the update of the Legal Status field in the Objects Authority, modify the DISPOSAL_APPROVED and DEACCESSIONED_STATUS data defaults in the System Module.

Loan Allowed Update

After an object is approved for deaccession and the Legal Status update has been triggered, Mimsy XG also sets the Loan Allowed field in the Objects Authority record to "no". This prevents the object from inadvertently being attached to a Loan Activity record.

Source Contact

The Pop-Up List for Contacts depends on the name entered into the Source field. The list is automatically generated from the contacts entered for the person or organization in People Authority in the Addresses Flexi-Fields where the Active flag is checked. Those entries that do not have this flag checked will not appear.

HINT: if there are no contact names in the Pop-Up List, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new contact data so that it will be added to the Contacts Pop-Up List.

Address Auto-fill

The Pop-Up List for the Address field is generated from the Contacts listed for the Source in the People Authority.

Just the Facts – Process Disposal

Create an Disposal Record

- Select Record, Create Record from the menu (or press F6).
- Enter a Reference Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Finish entering data in the Parent section.
- Select File, Save from the menu (or press F10) to save the Parent section of the record.

Attach Objects to Disposal

You are most likely to add objects to the Disposal by keying in individual Object ID Numbers or adding objects as a Group.

Add a Group of Objects

If you have created Groups of Objects Authority records as part of activity planning process, these groups can be added to the Disposal Activity record.

- Select Group, Group Manager from the menu (or press CTRL+SHIFT+G).
- Navigate to the related Group.
- Click the LINK button.
- Click in the Parent Section of the record.

- Click the REFRESH button (or press F8) to display the attached objects.

Add One Object

Objects may also be added to the Disposal Activity one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu Record (or press F6) to add an object to the Disposal Activity.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number corresponds to an existing Objects Authority record.
- If no alert message appears, it means Mimsy XG has linked the object to an existing Objects Authority record. Mimsy XG uses the data from the linked Objects Authority record to enter an object summary in the Description field (the Description field updates when the record is saved and refreshed).
- In all other cases, the following message displays: "<Entry ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number." If you get this message and it was not triggered by a data entry error (mis-typed ID Number), we strongly recommend researching the object. Since Disposal and Deaccession often have legal ramifications, it is highly unlikely that you would be using unlinked records in this Activity.

When A Decision Is Made About The Objects

- Enter "approved" in the Status field and enter a Deaccession Date to update the Legal Status of the object to "DEACCESSIONED."
- When the decisions about all objects are resolved and all paperwork is processed, make the Disposal Activity record read-only by entering "closed" in the Status field in the Parent section of the record.

Chapter 25 - Audit Activity

An Audit is intended to help verify that the recorded location and condition of an object in the Mimsy XG database is accurate.

In this chapter you will learn how to:

Verify Existing Location Data
Confirm Current Condition Information
Generate Conservation Requests
Update Inaccurate Locations and Conditions

After the Audit has been completed, updated Location and Condition Activity records may be generated so that your database reflects the most recent data available for the object.

Overall Process

An Audit record is created and objects are attached to it. As the objects are attached, Mimsy XG copies the current location and condition fields (if there are any) into the Audit record. This data can be downloaded into the Mobile Museum or printed onto reports and then verified by staff.

As part of the data verification process, users will confirm that the existing location and condition data is correct or update location and condition to reflect any changes in the object's physical status. After any updates have been made, a user will check the Audit Verified flag for the object and new Location Activity and Condition Activity records will be created for each object.

Audit Outcomes

During the Audit, one of three situations will occur: the data about the object is correct, the data about the object is outdated, or the object cannot be found and therefore the data cannot be verified.

Object Found in Location

If the object Location data is correct, click the Found in Location Flag and enter the date in the Date Checked field. You do not need to fill in any additional location information. Objects where the Found In Location flag is checked are processed as follows when the audit is verified (user checks the Audit Verified field for the object):

- New Location Activity record is created.
- Expected Location and Expected Location Levels are copied into the Location and Location Levels fields in the new record.
- Expected Location and Expected Location Levels are copied into the Last Location and Last Location Levels fields in the new record.
- The Inventory status is set to "located."
- Audit By (from Audit Activity) is copied into Audit By (Location Activity).
- Audit Status (Location Activity) is set to "located."
- Date Checked is copied into Audit Date.

Object Found, but Not in Recorded Location

If the object is located in a different location than the one listed in the Expected Location fields, enter the actual location in the Actual Location fields and enter the date in the Date Checked field. When the audit is verified (user checks the Audit Verified field for the object), the records will be processed in the following manner:

- New Location Activity record is created.
- Actual Location and Actual Location Levels are copied into the Location and Location Levels fields in the new record.
- The Old Location Levels are left blank.
- The Inventory status is set to "located."
- Audit By (from Audit Activity) is copied into Audit By (Location Activity).

- Audit Status (Location Activity) is set to "located."
- Date Checked is copied into Audit Date.

Object Not Found at All
If the object is not found, we recommend that you enter a general phrase such as "NOT LOCATED" in the Expected Location field, then enter the date in the Date Checked field. When the audit is verified (user checks the Audit Verified field for the object), the records will be processed in the following manner:

- New Location Activity record is created.
- Actual Location and Actual Location Levels are copied into the Location and Location Levels fields in the new record. This is why we recommend entering a term such as "Lost" into the Audit object records when they are not found.
- The Old Location Levels are left blank.
- The Inventory status is set to "not located."
- Audit By (from Audit Activity) is copied into Audit By (Location Activity).
- Audit Status (Location Activity) is set to "not located."
- Date Checked is copied into Audit Date.

Object Condition Checked and Confirmed
If a condition review of the object is performed as part of the audit and the data is correct, click the Condition Checked Flag and enter the date in the Date Checked field. You do not need to fill in any additional condition information. Objects where the Condition Checked flag is checked are processed as follows when the audit is verified (user checks the Audit Verified field for the object):

- New Condition Activity record is created.
- Expected Condition and Condition Date fields are copied into the Condition and Condition Date fields in the new record.
- Audit By (from Audit Activity) is copied into Audit By (Condition Activity).
- Date Checked is copied into Audit Date.

Object Condition Changes
If the object is in a different condition than the one listed in the Expected Condition field, enter the actual condition in the Actual Condition field and enter the date in the Date Checked field. When the audit is verified (user checks the Audit Verified field for the object), the records will be processed in the following manner:

- New Condition Activity record is created.
- Actual Condition and Actual Condition Date fields are copied into the Condition and Condition Date fields in the new record.
- Audit By (from Audit Activity) is copied into Audit By (Condition Activity).
- Date Checked is copied into Audit Date.

Conservation Treatment Required
If review of the object indicates any type of conservation treatment is necessary, check the Conservation Request Flag. When the audit is verified (user checks the Audit Verified field for the object), the records will be processed in the following manner:

- New Conservation Activity record is created.
- Date Checked is copied into Request Date.

Location Data

When an object is attached to an Audit, the following fields from the Location Activity where the Current Record is flagged (Y) are copied into the Audit Activity:

Location Field	Copied into Audit Field
Location	Expected Location
Level 1	Expected Loc Level 1
Level 2	Expected Loc Level 2
Level 3	Expected Loc Level 3
Level 4	Expected Loc Level 4
Level 5	Expected Loc Level 5
Level 6	Expected Loc Level 6
Location Date	Expected Loc Date

Condition Data

When an object is attached to an Audit, the following fields from the Condition Activity where the Current Record is flagged (Y) are copied into the Audit Activity:

Location Field	Copied into Audit Field
Condition	Expected Condition
Condition Date	Expected Cond. Date

Special Features – Audit

The following special features are available in the Audit Activity.

Unique Audit Number

Each record in Mimsy must have a unique Audit Number, or the record cannot be saved. When entering a new Audit Activity record, Mimsy XG automatically compares the new Audit Number to the existing records in the database. If there is a conflict (number already

assigned), Mimsy XG displays a message alerting the user to the problem. The user must resolve the conflict before saving the record.

Automatic Audit Number Generated

Mimsy XG may be configured to assign a sequential Audit Number in a user-defined format. You are not required to use an auto-generated Audit number and may enter an alternate Audit Number value if you prefer.

To assign the next auto-generated Audit Number:

- Click in the Audit Number field.
- Select Field, Pop-Up List from the menu (or press F9).

To configure an auto generated Audit Number for use in the Audit Activity, modify the ID_FORMAT_AUDIT_NUMBER data default in the System Module.

Restricted Audit By Pop-up List

If you choose, your site may restrict the values in the pop-up list of the Audit By field for the child entries. Only values that appear in the parent entry's Audit By field will appear in the child's pop-up list. To configure this feature, consult with your Mimsy XG administrator.

Special Features

The following special features exist in the Audit Activity.

Automatic Entry of Total Items

After objects have been attached to the Audit Activity, Mimsy XG counts the number of Objects Authority records associated with the audit and enters this number in the Total Items field.

Link to Facilities Authority

The Actual Location field validates against the Facilities Authority. If the location does not exist in the Authority, Mimsy XG notifies you that the location does not have a Facilities record. You may continue without a link if you wish.

Just the Facts

To conduct an Audit, use the following procedures.

Create an Audit Record

- Select Record, Create Record from the menu (or press F6).
- Enter a Audit Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Finish entering data in the Parent section.
- Select File, Save from the menu (or press F10) to save the Parent section of the record.

Attach Objects to Audit

You are most likely to add objects to the Audit by keying in individual Object ID Numbers or adding objects as a Group.

Add Group of Objects

If you have created Groups of Objects Authority records as part of activity planning process, these groups can be added to the Audit.

- Select Group, Group Manager from the menu use the Group Manager to add several objects at once.
- Navigate to the related Group.
- Click the LINK button.
- Click the REFRESH button (or press F8) to display the attached objects.

Add One Object

Objects may also be added to the Audit Activity one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu (or press F6) to add an object to the Audit Activity.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number corresponds to an existing Objects Authority record.
- If no alert message appears, it means Mimsy XG has linked the object to an existing Objects Authority record. Mimsy XG uses the data from the linked Objects Authority record to enter an object summary in the Description field (the Description field updates when the record is saved and refreshed).
- In all other cases, the following message displays: "<AUDIT ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number." If you get this message and it was not triggered by a data entry error (mis-typed ID Number), we strongly recommend researching the object. Since the Audit Activity uses data from the Location and Condition Activities and these can only be added for records in the Objects Authority, it is unlikely that an unlinked object would be attached to the Audit.

Check Object Location

- Enter the audit date into the Date Checked field.
- If the object is where you expected, click the In Location? flag.

  OR

- If the object location needs to be updated, add the new location information in the Actual Location fields.

  OR

- If the object cannot be found, we recommend entering "Not Located" in the Actual Location field.

Check Object Condition

- Click the Condition Checked? flag.
- Confirm that the Date Checked field is entered.
- If the object condition is not what you expected, enter new condition in the Actual Condition field.

  OR

- If the object condition has not changed, leave the Actual Condition field empty.

Does Object Require Conservation?

- If object requires conservation treatment, check the Conserve Request field and confirm that the Requested On field contains a date.

Audit Verified?

- When the audit of a particular object has been completed, click the Audit Verified? flag. Clicking the flag creates new Condition, Conservation, and Location Activity records for the object.

Change Audit Status

- When the verification of all object data is completed and all paperwork is processed, make the Audit Activity record read-only by entering "closed" in the Status field in the Parent section of the record.

Chapter 26 - Loans and Exhibitions

Each institution has a particular method of handling loans and exhibitions. In some museums, separate departments handle these two functions. In others, a single individual is responsible for coordinating both events. Depending on the size of your staff and the procedures in place at your institution, you may find that one or both of these activities is better suited to your needs.

In this chapter you will learn how to:

Plan Exhibitions
Manage Borrower and Lender Information
Link Loans and Exhibitions
Track Venue Information
Move Objects from Venue to Venue

Since there are so many ways to use the Mimsy XG Activities, some functionality has been duplicated so that it exists in two places. While this may seem repetitive to some, it enables Mimsy XG to support a variety of exhibition and loan planning procedures. In the interests of providing the most comprehensive documentation possible, we have presented both Activities as if they are being used in together.

Overall Process

When planning loans and exhibitions, you will create a Loan Activity or Exhibition Activity, then add objects to each of them. If you create your exhibition first, you can then link it to a loan later or vice versa. Also, as borrowed objects arrive on-site, you can register them in the Entry Activity and link them back to the loan and / or exhibition.

Decide to Use Linked or Unlinked Objects

Loans and Exhibitions can be used with linked or unlinked records. Linked records exist in the Objects Authority. Unlinked records exist in the Activity only and cannot be used anywhere else in the system. Since loans and exhibitions often deal with objects that are never included in the actual activity, you will need to decide how you wish to manage object information while using these Activities. If you think you will attach the same object to more than one Activity record (i.e. a loan *and* an exhibition), we recommend adding the object to the Objects Authority.

Create An Exhibition

The Exhibition Activity record provides the details regarding the exhibition you are planning and where you hope it will travel. Exhibitions often include a mix of borrowed objects and elements of the Permanent Collection.

Identify Exhibition Objects

In the initial planning stages of an exhibition, you will likely create a "wish list" of objects from your Permanent Collection and objects you hope to borrow. You may also begin to track accessories such as pedestals, or other materials like large text panels, transparencies, and crates.

Create Loans

When you decide that "official" Loan Activity records should be created for the objects in your exhibition, move to the Loan Activity and create a record for each borrower or lender. NOTE: if you do not want to create Loan Activity records for the objects, you may wish to use an Exhibition Option field in the Child section to enter the borrower or lender name.

Attach Loan Objects

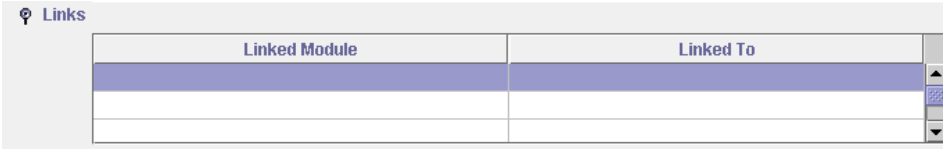
If objects have already been attached to an Exhibition Activity, use the Activity Manager to drag them onto the correct Loan. This saves data entry time and creates a link between the loan object and the exhibition.

Link to Transaction Activities

Mimsy XG enables you to link two Transaction Activities together. For example, you might want to attach a loan to an exhibition.

To link Transaction Activities:

- Open the Links Flexi-Fields



Links Flexi-Fields

- Click or TAB into the Linked Module field.
- Select Record, Create Record (or press F6).
- Select an Activity option from the dropdown list.
- Click or TAB into the Linked To field.
- Select Field, Pop-Up List (or press F9) for a list of Transaction Activities whose Status is "open."

Add Exhibition Venues / Add Loan Venues

Mimsy XG maintains venue information on two levels: the overall loan or exhibition and the individual objects. The Venue field(s) validates against the People Authority. When you add a Venue that does not have a record in the People Authority, Mimsy XG prompts you to add the venue name to the Authority and generates a record for the venue.

If you use both the Loan and Exhibition Activities, you may only want to track venues in one Activity or the other; however, you are free to track the data in both areas of Mimsy XG. PLEASE NOTE: Since the Activities can be used separately, adding venue information in one Activity does *not* update the other Activity.

Process Arrival of Objects

Use the Entry Activity to process the arrival of the borrowed objects. You may have already created Entry records prior to the object deposit (so that you could generate Objects Authority records), or you may be cataloguing them for the first time.

Special Features - Exhibitions

The following special features have been integrated into the Exhibition Activity

Read-Only

The Status field in the Parent section of the record controls the security status of the Exhibition Activity records. When the Status is set to "closed," the entire Exhibition Activity record becomes read-only.

To change the Exhibition Activity Status field term that changes a record to read-only, modify the EXHIBITION_CLOSED_LIST default in the System Settings section of the System Module.

Theme Sections

The Pop-Up List for the Themes fields in the Child section of the record is generated from the Themes Flexi-fields in the Parent section of the record.

Automatic Exhibition Ref Number Generated

Ref Numbers are often used as billing codes or internal abbreviations for a show. Mimsy XG may be configured to assign a sequential Reference Number in a user-defined format. You are not required to use an auto-generated Reference Number and may enter an alternate Reference Number value if you prefer.

To assign the next auto-generated Reference Number:

- Click in the Reference Number field.
- Select Field, Pop-Up List from the menu (or press F9).

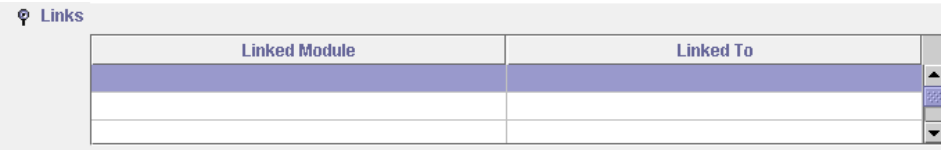
To configure an auto generated Exhibition Ref Number for use in Exhibition Activity, modify the ID_FORMAT_EXH_REF_NUMBER data default in the System Module.

Link to Transaction Activities

Mimsy XG enables you to link two Transaction Activities together. For example, you might want to attach multiple loans to an exhibition record.

To link Transaction Activities:

- Open the Links Flexi-Fields.



Links Flexi-Fields

- Click or TAB into the Linked Module field.
- Select Record, Create Record (or press F6).
- Select an Activity option from the dropdown list.
- Click of TAB into the Linked To field.
- Select Field, Pop-Up List (or press F9) for a list of Transaction Activities whose Status is "open."

When you use the Activity Manager to attach multiple objects to a new Activity, Mimsy XG automatically adds a linked Activity to the Loan or Exhibition. For example, dragging and dropping the loan items onto a new Dispatch adds of the objects to the Dispatch Activity and inserts a link in the Links Flexi-Fields.

Link to People, Subjects, and Events Authorities

Exhibitions may be linked to the People, Subjects, and Events authorities. You may choose to use these links as a curatorial tool, linking the exhibition records to the topics covered in the exhibition such as an artist, theme or historical event. Reference works consulted during the exhibition planning process may be attached through Linked Publications. Alternately, you may use these features for organizational planning: tracking staff and guest curators

who are working on the exhibition; or scheduling museum events (such as tours or opening galas) associated with the exhibition.

To link to Authorities:

- Open the Linked People, Linked Events, Linked Publications, or Linked Subjects tab.
- Select Record, Create Record (or press F6).
- Select Field, Pop-Up List (or press F9) for a list of records in the Authority.
- Choose the record from the list.

Link to Publications Authority

When you enter data in the Catalogue field, Mimsy XG automatically checks to see if you have a Publication record by the same name in the Publication Authority. If there is an existing record, Mimsy XG asks you if you wish to link the records in each Authority. If there is no record, Mimsy XG asks you if you wish to create a record for the exhibition catalogue in the Publication Authority

Exhibition Object Reserved

When you attach an object to an exhibition, Mimsy XG checks the Exhibition Activity for any potential scheduling conflicts. Once the Status for the object is set to "approved," any user who attaches the same object to a different exhibition with a status of "under consideration" will trigger the Object Reserved alert:

This item is scheduled to be sent to <EXHIBITION> during this period.

This is only an alert message. You will still be able to attach the object to the record and save the transaction. We do, however, recommend that you determine whether or not the conflict will prevent the object's inclusion in the loan.



To change the status that reserves a exhibition item from "approved" to another value, modify the EXHIBITION_APPROVED entry in the System Settings. To change the status that alerts the user that an object which is "under consideration" is already approved for another loan, change the EXHIBITION_ITEM_RESERVED_STATUS. NOTE: we recommend setting EXHIBITION_ITEM_RESERVED to the status that is assigned to the loan item when it is first attached to a loan.

Exhibit Object Venues

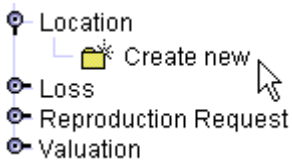
The Pop-Up List for the Venue fields in the Child section of the record is generated from the Venues entered in the Parent section of the record. An object cannot be associated with a venue if it has not been added for the overall Activity record.

Moving Objects from Venue to Venue

We recommend using the Activity Manager to create Location Activity records for objects as they move from venue to venue.

Change Location of Exhibition Objects

- To track objects as they move from venue to venue:
- Select Tools, Activity Manager (or press the Activity Manager icon).
- The Activity Manager opens. If you are in the Exhibition Activity, it automatically displays all objects attached to the exhibition. If you are in any other module, you may need to navigate to the corresponding Exhibition in the Activity List (the pane of the left side).
- Navigate to the Location folder. Click the lever to open the folder.
- In the Object Set section (the grid on the right), select the object(s) to be moved.
- Drag the objects onto the Create New folder within the Location folder.



Create New Location

- Release the mouse button.
- The Quick Add Location form displays.
- Enter any necessary data.
- Click OK.
- A message displays reading "X of X records processed".

Just the Facts - Process Exhibitions

Create an Exhibition Record

- Select Record, Create Record from the menu (or press F6).
- Enter an Exhibition Name.
- Finish entering data in the Parent section.
- Select File, Save from the menu (or press F10) to save the Parent section of the record.

Add Venues for Exhibition

To enter a list of venues for the entire Activity:

- Click in the Venues field in the Parent section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Select Record, Create Record from the menu (or press F6).
- Enter a name.

OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of People Authority records flagged as venues.
- Repeat as necessary.

Attach Objects to Exhibition Activity
Objects may be added to the Exhibition Activity using several strategies.

Add Objects Already Attached to a Related Loan
If you are also managing a Loan Activity record in conjunction with the Exhibition Activity, you can use the Activity Manager to drag objects from one record to the other.

- Select Tools, Activity Manager.
- Navigate to the related Loan.
- Drag the corresponding objects onto the Exhibition.

Add Group of Objects
If you have created Groups of Objects Authority records as part of activity planning process, these groups can be added to the Exhibition.

- Select Group, Group Manager from the menu (or press CTRL+SHIFT+G).
- Navigate to the related Group.
- Click the LINK button.

Add One Object
Objects may also be added to the Exhibition Activity record one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu (or press F6) to add an object to the loan.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number has already been assigned to an Objects Authority record.
- If no alert message appears, it means Mimsy XG has linked the object to the existing Objects Authority record. Mimsy XG uses the data from the linked Objects Authority record to enter an object summary in the Description field (the Description field updates when the record is saved and refreshed).
- In all other cases, the following message displays: "<Entry ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number." displays.
- IF YOU CLICK YES,
  - You will be using an unlinked object. The information will be available in the Activity, but not in other areas of the system.

- Continue adding loan details for the Object.

- IF YOU CLICK NO,

  - Answering NO means that you have mistyped the Entry ID and want to link the object to an existing Objects Authority record.

  - Mimsy XG displays a Pop-Up List of existing ID Numbers. You must select one to continue. If the list "has no entries," then Mimsy XG cannot find any similar ID Numbers to the one you have entered.

  - After you select an object from the list or retype the Entry ID, Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object fields.

Add Exhibition Object Details
To enter venues for a specific object:

- Click in the Venues field in the child section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Select Record, Create Record from the menu (or press F6)
- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of venues entered in the Parent section of the record. NOTE: if a venue has not been entered for the overall loan, it cannot be attached to the object.
- Repeat as necessary.

To enter a venue for a single object, then copy that venue to every object attached to the exhibition or loan:

- Click in the Venues field in the child section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of venues entered in the Parent section of the record. NOTE: if a venue has not been entered for the overall loan, it cannot be attached to the object.
- TAB out of the Venue field.
- Select File, Save from the menu (or press F10).
- Select Record, Copy to Set from the menu (or press the Copy to Set icon).

- Repeat for additional venues.

NOTE: the Copy to Set functionality works for one venue at a time. You must save the first venue, then copy it. If you try to copy multiple venues at one time, only the last venue will be added to the Loan Activity objects.

Add Venues to all Objects
To enter attach a venue to every object in the child section:

- Click in the Venues field in the Child section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Select Record, Create Record from the menu (or press F6).
- Enter a name.

  OR
- Select Field, Pop-Up List from the menu (or press F9) for a list of People Authority records flagged as venues.
- Enter any additional venue data.
- Select File, Save from the menu (or press F10 or press the SAVE button).
- Press the COPY TO SET icon in the toolbar.
- Answer YES to the prompt to use the current record as the model.
- Click OK to close confirmation message.
- Repeat for each venue.

Update Locations as Objects Move to New Venues
When objects move to a new venue, use the Activity Manager to add new Locations for the group of objects.

- Open the Activity Manager.
- Open the Location folder.
- Click on an object record in the Object Set section (the grid).
- Hold the SHIFT key down. Use the DOWN ARROW key or PAGE DOWN key or END key to select the appropriate object records.

  OR

  Hold the CTRL key down. Click on each of the objects to be moved.
- Release the SHIFT key.
- Place the cursor on any highlighted area of the grid.
- Hold the left-mouse button down.
- Drag the objects onto the “Create New” entry in the Location Activity folder.

- Release the mouse button.
- The Quick Add Location Activity form displays.
- Complete the data fields to create new Location Activity records.
- Click the OK Button.
- After a few seconds, a confirmation message displays: "<X> of <X> records processed."

Special Features - Loans

The following special features have been integrated into the Loan Activity

Read-Only

The Status field in the Parent section of the record controls the security status of the Loan Activity records. When the Status is set to "closed," the entire Loan Activity record becomes read-only.



To change the Loan Activity Status field term that changes a record to read-only, modify the LOAN_CLOSED_LIST default in the System Settings section of the System Module.

Unique Loan Number

Each Loan Activity record in Mimsy XG must have a unique Loan Number, or the record cannot be saved. When entering a new Loan Activity record, Mimsy XG automatically compares the new Loan Number to the existing records in the database. If there is a conflict (Loan Number already assigned), Mimsy XG displays a message alerting the user to the problem. The user must resolve the conflict before saving the record.

Auto-Generated Loan Number

Mimsy XG may be configured to assign a sequential Loan Number in a user-defined format. You are not required to use an auto-generated Loan Number and may enter an alternate Loan Number value if you prefer.

To assign the next auto-generated Receipt Number:

- Click in the Loan Number field.
- Select Field, Pop-Up List from the menu (or press F9).

To configure an auto generated Loan Number to the Loan Activity, modify List Name value for the Loan Number field in the View Properties section of the System Module. This default may be reset each year so that the Loan Numbers assigned always contain the 4-digit year and the sequential number. EXAMPLE: OL-2003.1

Outgoing Loan?

Incoming and outgoing loans are managed together. If the loan is going out, check the flag. If it is coming in, leave it blank.

Contact

The Pop-Up List for Contacts depends on the name entered into the Institution field. The list is automatically generated from the contacts entered for the person or organization in the People Authority in the Contacts (Addresses) Flexi-Fields. Within the Contacts Flexi-fields, entries with the Active box checked will appear in the pop-up list. Those entries that do not have this box checked will not appear.

HINT: if there are no contact names in the Pop-Up List, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new contact data so that it will be added to the Contacts Pop-Up List.

Address Auto-fill

The Address field automatically fills in with the matching address for the Contacts listed for the Institution in the People Authority.

Loan Allowed Check

If you attempt to attach an item to the Loan record and the Loan Allowed flag is not checked, the following message will display:

<x> is not allowed to be loaned.

If this message is displayed, click the OK button and delete the object from the grid.

Object Scheduled Elsewhere Check

When you attach an object to a loan, Mimsy XG checks the Location Activity for any potential scheduling conflicts. The Loan Dates are compared to the Location Date for an object and if the object has a Location Activity record reflecting a future move within the loan period, the following message displays:

This item is scheduled at <LOCATION> during this period.

This is only an alert message. You will still be able to attach the object to the record and save the transaction. We do, however, recommend that you determine whether or not the conflict will prevent the object's inclusion in the loan.

Loan Object Reserved

When you attach an object to a loan, Mimsy XG checks the Loan Activity for any potential scheduling conflicts. Once the Status for the object is set to "approved," any user who

attaches the same object to a different loan with a status of "under consideration" will trigger the Object Reserved alert:

This item is scheduled to be sent to <LOAN> during this period.

This is only an alert message. You will still be able to attach the object to the record and save the transaction. We do, however, recommend that you determine whether or not the conflict will prevent the object's inclusion in the loan.

To change the status that reserves a loan item from "approved" to another value, modify the LOAN_APPROVED entry in the System Settings. To change the status that alerts the user that an object which is "under consideration" is already approved for another loan, change the LOAN_ITEM_RESERVED_STATUS. NOTE: we recommend setting LOAN_ITEM_RESERVED to the status that is assigned to the loan item when it is first attached to a loan.

ID Number Update

The ID Number assigned to a borrowed object when the loan process first begins is often a temporary number. If the object is approved for the loan and a new ID Number is assigned, backspace over the existing ID Number and edit as necessary. This update will be carried over to the Objects Authority and the ID Sorts will be re-parsed.

The LOAN_OTHER_NUMBER trigger is activated when the new ID Number is assigned in the Loan Activity. This trigger creates a record will the Other Numbers table listing the original number assigned to the object, the date the number was changed and the logon of the person who entered the updated number. To modify the defaults entered as part of this process, modify the UPDATE_ID_LOAN_MODULE and UPDATE_ID_LOAN_TYPE Data Defaults in the System Module.

Loan Object Venues

The Pop-Up List for the Venue fields in the Child section of the record is generated from the Venues entered in the Parent section of the record. An object cannot be associated with a venue if it has not been added for to overall Activity record.

Moving Objects from Venue to Venue

We recommend using the Activity Manager to create Location Activity records for objects as they move from venue to venue.

Change Location of Loan Objects

- To track objects as they move from venue to venue:
- Select Tools, Activity Manager (or press the Activity Manager icon).
- The Activity Manager opens. If you are in the Loan Activity, it automatically displays all objects attached to the exhibition. If you are in any other module, you may need to navigate to the corresponding Loan in the Activity List (the pane of the left side).

- Navigate to the Location folder. Click the lever to open the folder.
- In the Object Set section (the grid on the right), select the object(s) to be moved.
- Drag the objects onto the Create New folder within the Location folder.



Create New Location

- Release the mouse button.
- The Quick Add Location form displays.
- Enter any necessary data.
- Click OK.

A message displays reading "X of X records processed".

Just the Facts - Process Loans

For the most part, incoming and outgoing loans are created and managed in the same way. The primary difference will be if and when the Entry Activity is used. With incoming loans, the Entry Activity may be used as the first step in the process so that you generate a linked Loan Activity. The Entry for outgoing loans might begin in the Loan Activity since you are lending objects that have already arrived on site.

Incoming Loans

Incoming loans are traditionally created for any object where you are the party accepting responsibility for the object's care.

Decide How Activity Will Be Used

When processing incoming Loans, first determine whether you will be using linked Objects Authority records or unlinked loan object records (object only added in the Activity). If you add an unlinked object to the loan, it is only attached to the specific loan record and cannot be linked to any other areas of the system.

- If you are using Linked Objects Authority records, determine how you will add the new Objects Authority records.
  - Add borrowed objects directly into the Objects Authority.

  OR

  - Process borrowed objects through Entry Activity. The Entry Activity automatically creates Objects Authority records for borrowed objects and prompts you to create a linked Loan Activity record. All entry objects are automatically added to the loan as well.
- If you are using unlinked records, you can go straight to the Loan Activity and begin creating the Loan record.

Unlinked records can be entered into the Objects Authority at any time by processing the borrowed object through the Entry Activity and using the Object Reconciler.

Create Objects Authority Records For Borrowed Objects

If you plan on using linked records with the Loan Activity, we recommend moving to the Objects Authority and entering the data for the objects before you create the actual Loan Activity record. If you prefer, you can move to the Entry Activity and generate Objects Authority records using the Linked? Flag. Using the Entry Activity also generates a Linked Loan Activity.

Add Borrowed Objects to the Objects Authority:

- Select Record, Create Record from the menu (or press F6).
- Assign an ID Number. Select Field, Pop-Up List from the menu or press F9 for a sequential number (if this feature is in use at your institution).
- Enter a Legal Status value. We suggest using "INCOMING LOAN" or "LOAN" or "LOAN CANDIDATE."
- Finish entering data about the object.
- Select File, Save from the menu (or press F10) to save the record.

Generate Objects Authority & Loan Record through Entry:

- Select Activities, Entry (CTRL+8)
- Select Record, Create Record from the menu Record (or press F6).
- Enter a Receipt Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Select Loan as the Entry Type.
- A message reading "Do you wish to generate a linked Loan Record?" displays.
- Click YES.
- Mimsy XG creates a Loan Activity record where the Loan Number is the same as the Receipt Number in Entry. When you create a linked loan from the Entry Activity, Mimsy XG automatically adds the entry objects to the Loan Activity.
- The linked Loan Activity record may be edited at any time by using the Link Ledger to navigate to the corresponding Loans record. HINT: press REFRESH if the link doesn't display immediately.
- Finish entering data in the Parent section of the record.
- Save the Parent section of the record by selecting File, Save from the menu (or press F10 or press the SAVE Button).
- Click in Entry ID field in the Child section (or press F5).
- Create a new Entry object record by selecting Record, Create Record from the menu (or press F6).
- A temporary number will automatically be entered into the Entry ID field.

- When finished adding the details about the object, check the Linked? flag. This creates a record for the object in the Objects Authority. HINT: once you check the flag, updates to the Entry record do NOT carry-over into the Objects Authority.
- Repeat for all objects associated with the upcoming loan.

Create an Incoming Loan Record
If you have already processed your borrowed objects through the Entry Activity and created a linked Loan Activity, skip this step and move to the *Add Loan Venues* section of this chapter.

- Select Record, Create Record from the menu (or press F6).
- Leave the Direction? flag blank. This means the loan is "incoming."
- Enter a Loan Number. Select Field, Pop-Up List from the menu or press F9 for a sequential number (if this feature is in use at your institution).
- Enter a Lender Name in the Institution field.
- Finish entering data in the Parent section.
- Select File, Save from the menu (or press F10) to save the Parent section of the record.

Add Loan Venues
To enter a list of venues for the entire Loan Activity:

- Click in the Venues field in the Parent section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Select Record, Create Record (or press F6).
- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of People Authority records flagged as venues.
- Repeat as necessary.

Link Incoming Loan to Exhibition
To a loan to an exhibition:

- Open the Links Flexi-Fields.
- Click or TAB into the Linked Module field.
- Select "Exhibition" from the dropdown list.
- Click of TAB into the Linked To field.

- Select Field, Pop-Up List from the menu (or press F9) for a list of Exhibition Activities where the Status is "open."

Attach Incoming Objects in Loan Activity

If you have already processed your borrowed objects through the Entry Activity and created a linked Loan Activity, skip this step - your objects should already be attached to the Loan. If they are not, you can add them manually using the instructions below.

Add Objects Already Attached to a Related Exhibition

If you are also managing an Exhibition Activity record in conjunction with the Loan Activity, you can use the Activity Manager to drag objects from one record to the other.

- Select Tools, Activity Manager from the menu.
- Navigate to the related Exhibition.
- Drag the corresponding objects onto the Loan.

Add Group of Objects

If you have created Groups of Objects Authority records as part of the activity planning process, these groups can be added to the Loan.

- Select Group, Group Manager from the menu (or press CTRL+SHIFT+G or press the Group Manager icon).
- Navigate to the related Group.
- Drag to corresponding objects onto the Loan.

Add One Object

Objects may also be added to the Activity record one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu (or press F6) to add an object to the loan.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number has already been assigned to an Objects Authority record.
- If no alert message appears, it means Mimsy XG has linked the object to the existing Objects Authority record. Mimsy XG uses the data from the linked Objects Authority record to enter an object summary in the Description field (the Description field updates when the record is saved and refreshed).
- In all other cases, the following message displays: "<Entry ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number."
- IF YOU CLICK YES,

- You will be using an unlinked object. The information will be available in the Activity, but not in other areas of the system.

- Continue adding loan details for the Object.

- IF YOU CLICK NO,

  - Answering NO means that you have mistyped the Entry ID and want to link the object to an existing Objects Authority record.

  - Mimsy XG displays a Pop-Up List of existing ID Numbers. You must select one to continue. If the list "has no entries," then Mimsy XG cannot find any similar ID Numbers to the one you have entered.

  - After you select an object from the list or retype the Entry ID, Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object fields.

Add Incoming Loan Object Details
After objects have been attached to the Loan, update the Child section fields as needed.

- Enter "approved" in the Status field and enter a Loan Date to reserve the Object for the Loan. Entering "approved" creates a Future Move record in the Location Activity for the object.

Add Incoming Object Loan Venues
To enter venues for a specific object:

- Click in the Venues field in the child section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of venues entered in the Parent section of the record. NOTE: if a venue has not been entered for the overall loan, it cannot be attached to the object.
- Repeat as necessary.

To enter a venue for a single object, then copy that venue to every object attached to the loan:

- Click in the Venues field in the child section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Select Record, Create Record (or press F6).

- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of venues entered in the Parent section of the record. NOTE: if a venue has not been entered for the overall loan, it cannot be attached to the object.
- Select File, Save from the menu (or press F10).
- Select Record, Copy to Set from the menu (or press the Copy to Set icon).
- Repeat for additional venues.
- NOTE: the Copy to Set functionality works for one venue at a time. You must save the first venue, then copy it. If you try to copy multiple venues at one time, only the last venue will be added to the Loan Activity objects.

Process Entry of Incoming Objects

If you have not already created an Entry record prior to the arrival of the objects, you will create one when they are received at the museum.

- Select Activities, Entry (CTRL +8)
- Select Record, Create Record from the menu Record (or press F6).
- Enter a Receipt Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Select Loan as the Entry Type.
- A message reading "Do you wish to generate a linked Loan Record?" displays.
- Click NO.
- The record creation is cancelled. You will create a link between the Loan Activity and incoming entry objects by accessing the Object Reconciler in the Child section of the record.
- Finish entering data in the Parent section of the record.
- Save the Parent section of the record.
- Click in Entry ID field in the Child section (or press F5).
- Create a new Entry object record by selecting Record, Create Record from the menu (or press F6).
- A temporary number will automatically be entered into the Entry ID field.
- Use the Object Reconciler to specify that the incoming object is the same object that has been attached to a given loan.
- To access the Object Reconciler from the Entry ID field, Select Field, Pop-Up List from the menu (or press F9).
- The Object Reconciler displays.
- Navigate to the corresponding object in the Loan Activity folder.

- Click RECONCILE.
- The core data fields for the object are copied into the Entry record.
- Continue adding entry details for the object.
- Select File, Save (or press F10).

Outgoing Loans

The majority of outgoing loans will be for objects that are part of your Permanent Collection. As such, it is unlikely that you will need to add the objects to the Objects Authority or start the Loans process in the Entry Activity (as you would for incoming loans). For this reason, the instructions for processing outgoing loans assume that all objects already have Objects Authority records.

Create an Outgoing Loan Record

- Select Record, Create Record from the menu (or press F6).
- Check the Direction? flag. This means the loan is "outgoing."
- Enter a Loan Number. Select Field, Pop-Up List from the menu or press F9 for a sequential number (if this feature is in use at your institution).
- Enter a Borrower Name in the Institution field.
- Finish entering data in the Parent section.
- Select File, Save from the menu (or press F10) to save the Parent section of the record.

Add Loan Venues

To enter a list of venues for the entire Loan Activity:

- Click in the Venues field in the Parent section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of People Authority records flagged as venues.
- Repeat as necessary.

Link Outgoing Loan to Exhibition

To a loan to an exhibition:

- Open the Links Flexi-Fields.
- Click or TAB into the Linked Module field.
- Select "Exhibition" from the dropdown list.

- Click of TAB into the Linked To field.

Select Field, Pop-Up List (or press F9) for a list of Exhibition Activities where the Status is "open."

Attach Outgoing Objects in Loan Activity
There are three basic ways to attach objects to a loan.

Add Objects Already Attached to a Related Activity
If you are also managing an Exhibition Activity record in conjunction with the Loan Activity, you can use the Activity Manager to drag objects from one record to the other.

- Select Tools, Activity Manager from the menu.
- Navigate to the related Exhibition.
- Drag the corresponding objects onto the Loan.

Add Group of Objects
If you have created Groups of Objects Authority records as part of the activity planning process, these groups can be added to the Loan.

- Select Group, Group Manager from the menu (or press CTRL+SHIFT+G).
- Navigate to the related Group.
- Click the LINK button.

Add One Object
Objects may also be added to the Activity record one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu Record (or press F6) to add an object to the loan.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number has already been assigned to an Objects Authority record.
- If no alert message appears, it means Mimsy XG has linked the object to the existing Objects Authority record. Mimsy XG uses the data from the linked Objects Authority record to enter an object summary in the Description field (the Description field updates when the record is saved and refreshed). This will happen most of the time.
- In all other cases, the following message displays: "<Entry ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number."
- IF YOU CLICK YES,

- You will be using an unlinked object. The information will be available in the Activity, but not in other areas of the system.

- Continue adding loan details for the Object.

- IF YOU CLICK NO,

  - Answering NO means that you have mistyped the Entry ID and want to link the object to an existing Objects Authority record.

  - Mimsy XG displays a Pop-Up List of existing ID Numbers. You must select one to continue. If the list "has no entries," then Mimsy XG cannot find any similar ID Numbers to the one you have entered.

  - After you select an object from the list or retype the Entry ID, Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object fields.

Add Outgoing Lent Object Details
After objects have been attached to the Loan, update the Child section fields as needed.

- Enter "approved" in the Status field to reserve the Object for the Loan. Entering "approved" creates a Future Move record in the Location Activity for the object.

Add Outgoing Object Loan Venues
To enter venues for a specific object:

- Click in the Venues field in the child section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of venues entered in the Parent section of the record. NOTE: if a venue has not been entered for the overall loan, it cannot be attached to the object.
- Repeat as necessary.

To enter a venue for a single object, then copy that venue to every object attached to the loan:

- Click in the Venues field in the child section.
- Open the Venues Flexi-fields.
- Click or TAB into the Venue field.
- Select Record, Create Record (or press F6).

- Enter a name.

  OR

- Select Field, Pop-Up List from the menu (or press F9) for a list of venues entered in the Parent section of the record. NOTE: if a venue has not been entered for the overall loan, it cannot be attached to the object.
- Select File, Save from the menu (or press F10).
- Select Record, Copy to Set from the menu (or press the Copy to Set icon).
- Repeat for additional venues.
- NOTE: the Copy to Set functionality works for one venue at a time. You must save the first venue, then copy it. If you try to copy multiple venues at one time, only the last venue will be added to the Loan Activity objects.

Update Locations as Objects Move to New Venues

When objects move to a new venue, use the Activity Manager to add new Location for the group of objects.

- Open the Activity Manager.
- Open the Location folder.
- Click on an object record in the Object Set section (the grid).
- Hold the SHIFT key down. Use the DOWN ARROW key or PAGE DOWN key or END key to select the appropriate object records.

  OR

  Hold the CTRL key down. Click on each of the objects to be moved.
- Release the SHIFT key.
- Place the cursor on any highlighted area of the grid.
- Hold the left-mouse button down.
- Drag the objects onto the "Create New Records" entry in the Location Activity folder.
- Release the mouse button.
- The Quick Add Location Activity form displays.
- Complete the data fields to create new Location Activity records.
- Click the OK Button.
- After a few seconds, a confirmation message displays: <X> records processed.

Process Re-Entry of Lent Objects

Some museums process the return of traveling objects in the Entry Activity. If you opt to do this at your institution, follow the instructions below.

- Select Activities, Entry (CTRL+8)

- Select Record, Create Record from the menu Record (or press F6).
- Enter a Receipt Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Select Return as the Entry Type.
- Finish entering data in the Parent section of the record.
- Save the Parent section of the record.
- Click in Entry ID field in the Child section (or press F5).
- Create a new Entry object record by selecting Record, Create Record from the menu (or press F6).
- A temporary number will automatically be entered into the Entry ID field.
- Access the Object Reconciler from the Entry ID field, by selecting Field, Pop-Up List from the menu (or press F9).
- The Object Reconciler displays.
- Navigate to the corresponding object in the Loan Activity folder.
- Click RECONCILE.
- The core data fields for the object are copied into the Entry record.
- Select File, Save (or press the SAVE button or press F10).
- Repeat for all returning objects.

Chapter 27 - Dispatch Activity

The Dispatch Activity manages information about shipments sent from your institution.

In this chapter you will learn how to:

Manage Courier Pick-Ups
Track Exhibition Shipments

Some users track shipments in the Location Activity or even the Loans Activity instead of the Dispatch Activity. We recommend using whichever portion of the system is best suited to your needs.

Contact

The Pop-Up List for Contacts depends on the name entered into the Recipient field. The list is automatically generated from the contacts entered for the person or organization in People Authority in the Addresses Flexi-Fields. Within the Contacts Flexi-fields, entries with the Active flag checked will appear in the pop-up list. Those entries that do not have this flag checked will not appear.

HINT: if there are no contact names in the Pop-Up List, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new contact data so that it will be added to the Contacts Pop-Up List.

Read-Only Record

Once the Dispatch process is complete, the record may be protected by changing the access status to read-only. This write-protection is activated by entering "closed" into the STATUS field in the Parent section of the Dispatch record.



The term "closed" is set as the default at the time of installation. To change the term that triggers the process of making a record read-only, modify the DISPATCH_CLOSED_LIST System Setting area in the System Module.

Optional Location Activity Record

Sites may choose to have Mimsy XG create an additional Location Activity record each time they add a dispatch record to an Object. To set up this optional feature, ask your System Administrator to contact the Help Desk for the relevant SQL script. The auto-generation of the Location Activity record is triggered by a value that you specify in the Status field.

Just the Facts - Dispatch

To process a shipment of objects:

Create a Dispatch Record

- Select Record, Create Record from the menu (or press F6).
- Enter a Dispatch Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign a sequential number.
- Finish entering data in the Parent section.
- Select File, Save from the menu (or press F10) to save the Parent section of the record.

Attach Objects to Dispatch

You are most likely to add objects to the Dispatch by keying in individual Object ID Numbers or adding objects as a Group.

Add Group of Objects

If you have created Groups of Objects Authority records as part of activity planning process, these groups can be added to the Dispatch.

- Select Group, Group Manager from the menu. You may also use the Group Manager to add several objects at once.
- Navigate to the related Group.
- Click the LINK button.
- Click in the Parent section of the record.
- Click the REFRESH button (or press F8) to display the attached objects.

Add One Object

Objects may also be added to the Dispatch Activity one-by-one.

- Click in the Child section of the record (or press F5).
- Select Record, Create Record from the menu (or press F6) to add an object to the Audit Activity.
- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number corresponds to an existing Objects Authority record.
- If no alert message appears, it means Mimsy XG has linked the object to an existing Objects Authority record. Mimsy XG uses the data from the linked Objects Authority record to enter an object summary in the Description field (the Description field updates when the record is saved and refreshed).
- In all other cases, the following message displays: "<Entry ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number."

Chapter 28 - Insurance/Indemnity

Information about commercial insurance policies and indemnification of objects is managed in the Insurance Activity.

In this chapter you will learn how to:

Manage Policy Renewals
Lookup Current Values for Insurance Purposes
Attach Policies to Exhibitions and Loans

Use the Insurance? Check flag in this Activity to indicate whether the policy is for Insurance or Indemnity.

Overall Process

You may hold one or more policies that insure and / or indemnify objects in your care. Information about this coverage is managed in the Insurance / Indemnity Activity. Overall policy data is managed in the Parent section at the top of the page and the objects covered by the policy are listed in the Child section.

Read-Only Record

Once the Insurance policy has expired and will not be renewed, the record may be protected by changing the access status to read-only. This write-protection is activated by entering "closed" into the STATUS field in the Parent section of the Insurance record.



The term "closed" is set as the default at the time of installation. To change the term that triggers the process of making a record read-only, modify the INSURANCE_CLOSED_LIST System Setting area in the System Module.

Insurance/Indemnity Flag

Use the Insurance Flag to specify whether the record describes an Insurance Policy or an Indemnity Policy. If the flag is checked, the record represents insurance data. If it is unchecked, it represents indemnity data.

Insured By

The Insured By Pop-Up List is automatically generated from the People Authority where the Insurer Flag is checked (Insurer = Y).

Insured By Contact

The Pop-Up List for Contacts depends on the name entered into the Insured By field. The list is automatically generated from the contacts entered for the person or organization in People Authority in the Addresses Flexi-Fields. Within the Contacts Flexi-fields, entries with the Active flag checked will appear in the pop-up list. Those entries that do not have this flag checked will not appear.

HINT: if there are no contact names in the Pop-Up List, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new contact data so that it will be added to the Contacts Pop-Up List.

Address Auto-fill

When you select a Contact from the Pop-Up List, the associated address (if one exists) will automatically be entered in the Address field. You may manually update this field if you choose. Any edits made to the Address field in Insurance / Indemnity will not be reflected in the associated Contact record in the People Authority.

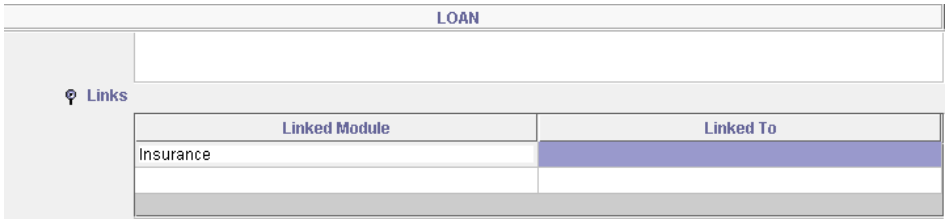
Value

The Pop-Up List for the Value field is generated from the Valuation Activity records entered for the object.

Link Policies to Loans

To link an Insurance Policy to a Loan:

- Open the Loan Activity
- Open the Links Flexi-Fields.
- Select Insurance from the dropdown list.



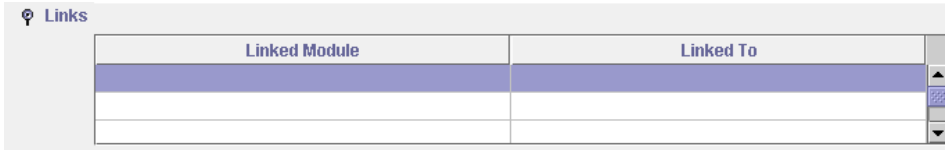
- Enter the Policy Number.

Link to Transaction Activities

Mimsy XG enables you to link Insurance to other Transaction Activities. For example, you might want to attach a loan to the related insurance file.

To link Transaction Activities:

- Open the Links Flexi-Fields.



Links Flexi-Fields

- Click or TAB into the Linked Module field.
- Select Record, Create Record (or press F6).
- Select an Activity option from the dropdown list.
- Click of TAB into the Linked To field.
- Select Field, Pop-Up List (or press F9) for a list of Transaction Activities whose Status is “open.”

Chapter 29 - Reproduction Request Activity

The Reproduction Request Activity processes image order fulfillment.

In this chapter you will learn how to:

Process Photo Orders
Lookup Pre-Set Fees
Calculate Order Cost

Before using this Activity, you may wish to contact your System Administrator in order to configure the costs associated with reproduction requests at your institution.

Overall Process

The Reproduction Request Activity tracks ordering information for digital images and other reproductions.

Special Features

The Reproduction Request Activity contains several features designed to help automate reproduction ordering.

Read-Only Record

Once the order fulfillment process is complete, the record may be protected by changing the access status to read-only. This write-protection is activated by entering "closed" into the STATUS field in the Parent section of the Reproduction Request record.



The term "closed" is set as the default at the time of installation. To change the term that triggers the process of making a record read-only, modify the REPRODUCTION_CLOSED_LIST System Setting area in the System Module.

Auto-Generated Order Number

Mimsy XG may be configured to assign a sequential Order Number in a user-defined format. You are not required to use an auto-generated Order Number and may enter an alternate Order Number value if you prefer.

To assign the next auto-generated Order Number:

- Click in the Order Number field.
- Select Field, Pop-Up List from the menu (or press F9).



To configure an auto generated Order Number to the Reproduction Request Activity, modify the List Name for the Order Number field in the Reproduction Table in System Settings section of the System Module.

Request By

The Request By field validates against the People Authority. The Pop-Up List field is automatically generated from all records in the People Authority where the Requestor flag is checked.

Contact

The Pop-Up List for Contacts depends on the name entered into the Request By field. The list is automatically generated from the contacts entered for the person or organization in People Authority in the Contacts Flexi-Fields. Within the Contacts Flexi-fields, entries with the Active flag checked will appear in the pop-up list. Those entries that do not have this flag checked will not appear.

HINT: if there are no contact names in the Pop-Up List, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new contact data so that it will be added to the Contacts Pop-Up List. The Active flag must be checked.

Bill To / Ship To

If the contact has an address entered in the People Authority, Mimsy XG automatically generates an address for entry into the Bill To and Ship To fields. The user may overwrite these values.

HINT: addresses entered into these fields do not update the People Authority record. If you think you might re-use this data, refresh the Activity record and use the Link Ledger to move to the People Authority record. Enter the new address data for the contact so that it will auto-copied the next time the name is selected.

Fees

The Fees field is a read-only field displaying the total cost of an order. There are 2 sets of Fees managed in the Reproduction Request Activity. These fees may be defined and configured in the System Module.

Fees – Overall Order

The Fees in the Parent section track costs associated with the overall Activity. The Activity Pop-Up List (in the Fees Flexi-Fields) is organized so that when an Activity is selected, the associated fee is automatically entered. The fee can be overwritten by the user if necessary.

The Fees associated with Activities are controlled by pre-configured values in the System Module. To modify these entries, contact your System Administrator.

Fees – Individual Items Ordered

The Fees in the child section track costs associated with the individual items ordered: the printing fee for an 8 x 10, one time use-rights, etc. The Pop-Up List for the Activity field (in the Fees Flexi-Fields) depends on what is entered in the Format field. When a Format is selected, the Activities and associated activities fee will change to reflect what is being ordered.

The Activities and Fees associated with different formats are controlled by pre-configured values in the System Module. To modify these entries, contact your System Administrator.

Link to Publications

The Publication field validates against the Title field in the Publications Authority. If the value entered does not exist in the Authority, Mimsy XG prompts you to add the title to the Publication Authority.

NOTE: adding items to the order does not automatically create a link between Objects Authority records and Publication Authority records. This safeguard is in place since there is no guarantee that the publication uses the picture. To create a link between an object and publication, save and refresh the Activity record, and then use the Publication entry in the Link Ledger to move to the linked Publication record. Attach the object.

Reproduce From

The Reproduction Request Activity is designed to process general media requests for reproductions and / or requests for specific Media Authority records. A general request would be for a "color transparency" or a "digital image." A specific request would be for

"color transparency 0001" or "digital image 2004_1_1.jpg." Depending on how you prefer to process orders, you may use the Reproduce From options to identify whether the order just needs to be filled with any media or from a particular Media Authority record.

If the Object Radio Button is selected, the request is assumed to be a "generic" request and the Description field is created using data about the object. If the Media Radio Button is selected, the request is assumed to be for a particular record described in the Media Authority and the Description field is created using data about the Media Authority record.



The System Administrator may modify the fields used to auto-fill the description of the Object or Media included in the request. To change the Object description, edit the REPRODUCTION_ITEM_SUMMARY setting. For Media, edit the REPRODUCTION_MEDIA_SUMMARY

Just the Facts

To process a Reproduction Request:

- Create a new record by selecting Record, Create Record from the menu (or press F6).
- Enter an Order Number. Select Field, Pop-Up List from the menu (or press F9) to auto-assign an Order Number.
- Use the Request By field to enter the name of the person placing the order.
- Use the Contact field to enter the name of the person responsible for placing the order. In some cases, this may be the same as the Request By field.
- Press F10 to save the record and trigger Mimsy XG to auto-enter the address details for the contact in the Bill To and Ship To fields. Edit this data if necessary.
- Use the Fees Flexi-fields to enter any cost information. HINT: the Activity field Pop-Up List is created in the System Module. You can configure the list so that when an Activity is selected the associated fee is automatically entered.
- Finish adding data to the Parent section.
- Move to the child section by clicking in the ID Number field (or press F5).
- Create a new record in the Child section by selecting Record, Create Record from the menu (or press F6).
- Enter the ID Number of the object to be reproduced.

  OR

  — Enter a partial value with a percent sign (2000%), highlight the value, and Select Field, Pop-Up List from the menu (or press F9) to get a list of matching ID Numbers.

- Once you move (by clicking or tabbing) past the ID Number field, Mimsy XG checks to see if the ID Number has already been assigned to an Objects Authority record.
- If no alert message appears, it means Mimsy XG has linked the object to the existing Objects Authority record. Mimsy XG uses the data from the linked Objects

Authority record to enter an object summary in the Description field (the Description field updates when the record is saved and refreshed).

- In all other cases, the following message displays: "<Entry ID> does not exist in the Objects Authority. A record for the object will be added to the Objects Authority when registration is completed in the Entry Activity. Click YES to continue with the ID Number you have just entered. Click NO to select an existing ID Number."
- IF YOU CLICK YES,
  - You will be using an unlinked object. The information will be available in the Activity, but not in other areas of the system.
  - Continue adding order details for the reproduction.
- IF YOU CLICK NO,
  - Answering NO means that you have mistyped the Entry ID and want to link the object to an existing Objects Authority record.
  - Mimsy XG displays a Pop-Up List of existing ID Numbers. You must select one to continue. If the list "has no entries," then Mimsy XG cannot find any similar ID Numbers to the one you have entered.

After you select an object from the list or retype the Entry ID, Mimsy XG uses the data from the linked Objects Authority record to update the rest of the object field

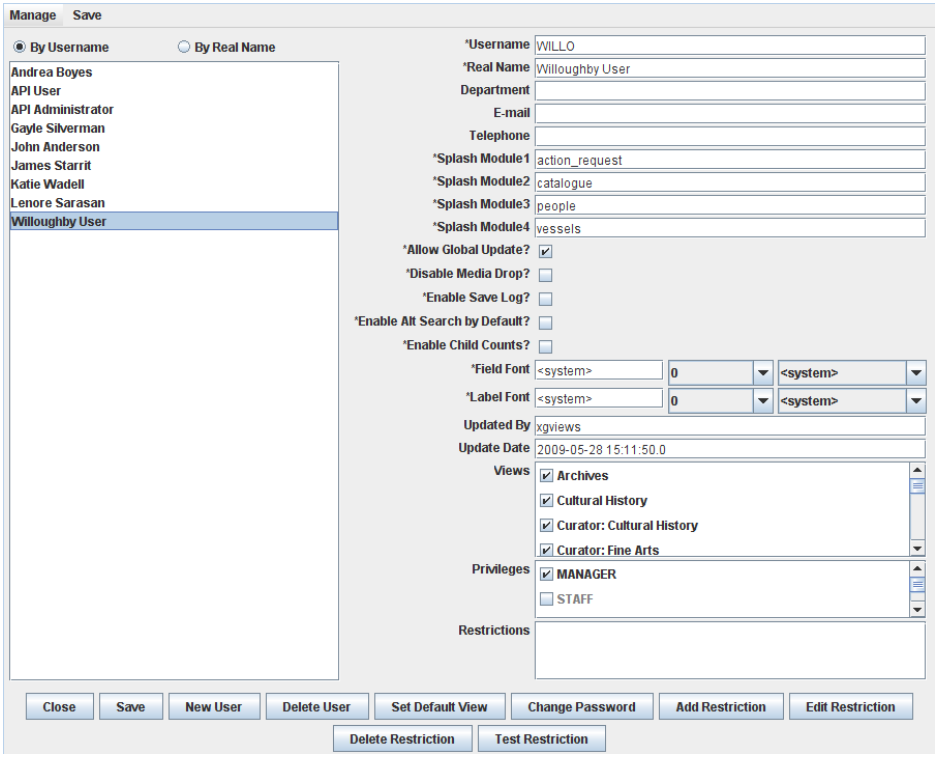
Chapter 30 - System Administration

New Users

New users may be added or deleted at any time. NOTE: this section describes how to create a basic logon. Several of the System Module sections contain features that can be used to implement various security levels. After reading the System Administration chapter, please refer to the *Security* section for instructions on applying additional security checks.

To access the User Logon screen:

- Select Manage, Users.
- The User Profile window displays.



New Users

User Logons

The panel on the left displays any existing user logons. You may sort by Username or by Real Name.

User Profiles

The panel of the right identifies the preferences and privileges associated with each logon. When you click on a logon name in the left panel, the user's profile automatically displays on the right.

Username

All usernames in the system appear in the left panel. The username is the logon name assigned to each person. This can be the same as a network logon if you wish.

Real Name
This is the given name of the person accessing the system. The value should be entered in the same format used in the People Organization Authority.

Department
Optional field. Enter the Department associated with the user.

Email
Optional field. Enter the email address associated with the user. If no email address is entered, the auto email functions will be disabled.

Telephone
Optional field. Enter the Phone Number associated with the user.

Splash Modules
Each user may have 4 default Activities and / or Authorities assigned to their logon. The default modules appear on the Splash screen when a user logs in.



Example of Default Splash Module

These Splash module names are:

- catalogue
- acquisitions
- audits
- condition
- conservation
- damage
- dispatch
- disposals
- entry
- exhibitions
- insurance
- loans
- location
- loss
- reproduction request
- events
- facilities
- media
- people
- places
- publications
- sites
- subjects
- taxonomy
- thesaurus
- vessels

- If a user is restricted to 3 or fewer areas of the system, enter "null" in one of the Splash Module options.

Allow Global Update
Check this flag if the User will be allowed to access the Global Update feature under the Tools menu.

Disable Media Drop
Check this flag if the User will NOT be allowed to link media (images, audio, video, documents) by dragging the file onto the Media Panel.

Enable Save Log
Check this flag to enable the save log messaging. The Save Log presents a list of changes the user is about to commit when they press the SAVE button or press F10. The user can press OK to save the changes or CANCEL to reverse all changes.

Enable Alt Search By Default
Check this flag to automatically turn on the Search Alternate Fields option, so that it is active when the user logs into Mimsy XG. Alternate Field searching activates querying of an associated flexi-field field (or parent field) when a particular Anchor field is searched. For example, when ID Number in the Object Authority is searched, also search Other Number in Other Numbers. NOTE: alternate fields must be configured by the System Administrator in the View Properties. Setting this to Y will increase retrieval time of records and users may report slower query times.

Enable Child Counts
Check this flag to automatically turn on the Child Counts option. The Child Counts will appear when the user logs into Mimsy XG. Child counts display the number of flexi-field (child) records underneath an Anchor field (Example: Measurements) or associated with a Placeholder field (Example: Inscriptions).

Field Font
This option allows the administrator to choose the font size and appearance of the Mimsy XG fields. The font may also be set as bold.

The Field Font setup tool is divided into three columns. The first column controls the font name. This may be set to a font name such as Times New Roman or Verdana, including the name of a font that contains non-roman characters. By default, the font appears as <system>.

Change the font size in the second column. By default, the font size is set to 0. To change the font size, choose the new size from the pull-down list.

Change the font appearance in the third column. To make the field tags appear as bold text, select BOLD from the pull-down list of font types. To make the tags appear as plain text, select PLAIN.

Label Font
This option allows the administrator to choose the font size and appearance of the Mimsy XG field tags.

The Field Font setup tool is divided into three columns. The first column controls the font name. This may be set to a font name such as Times New Roman or Verdana, including the name of a font that contains non-roman characters. By default, the font appears as <system>.

Change the font size in the second column. By default, the font size is set to 0. To change the font size, choose the new size from the pull-down list.

Change the font appearance in the third column. To make the field tags appear as bold text, select BOLD from the pull-down list of font types. To make the tags appear as plain text, select PLAIN.

Updated By
This section records the username of the person who last updated the user account.

Update Date
This section records the date that the user account was last updated.

Views
Views control user access to the system, and how the fields are configured for use. Users must be assigned at least one view, but may be granted access to as many views as needed. Check the flag in front of a view name if a user may switch to that view while using the system.

Please note that the system is installed with a single view, so there may not be any additional entries in this section. To create new views, refer to the *View Descriptions* chapter of this manual.

NOTE: all users must have one view assigned to their logon as a default view. If no default view is selected, the user will not see the Splash Screen after logging in.

Record Privileges
There are 4 default record editing privileges in the System: Manager, Staffplus, Staff, and Viewall. Users must be assigned one (and only one) record editing privilege. Please note that field editing privileges are controlled by the properties assigned to each view. For more information on controlling editing rights for a given field, refer to the *View Descriptions* section of this manual.

Manager
Manager level users may add, delete, and update parent and child records.

Staffplus
Staffplus level users may add parent and child records, update parent and child records, and delete child records. They may not delete parent records.

Staff

Staff level users may add parent and child records and update parent and child records. They may not delete parent or child records.

Viewall

Viewall level users have read-only rights to all parent and child records.

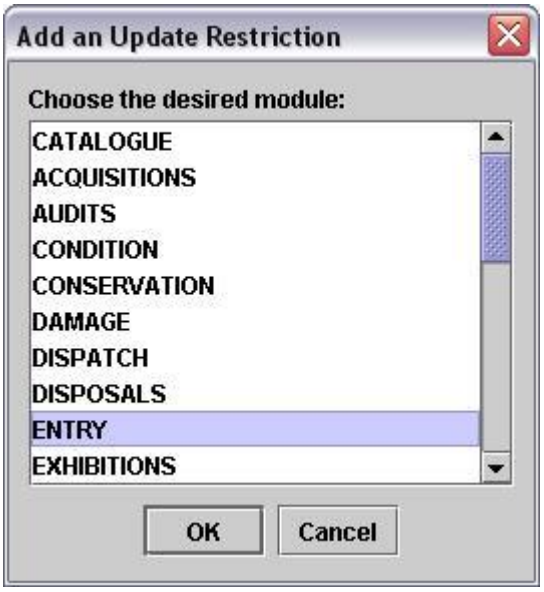
Restrictions

Once a user has been assigned general record privileges that have some editing rights (Manager, Staff, Staffplus), it is possible to restrict those editing rights to a sub-set of records. For example, a STAFF user may have record editing rights that are active whenever the Category of an object is "DECORATIVE ARTS" or "FURNISHINGS," but not for VISUAL WORKS. To set this up, the System Administrator would set the following restriction based on the Category1 field in the Catalogue.

Add Restriction

To add a restriction for a user:

- Click the ADD RESTRICTION button.
- A list of parent tables displays.



Restricted Parent Tables

- Select the table which controls the restriction.
- Click OK.
- The Field restriction box displays.



Field Restriction

- Enter the field name with an equal sign (=) with the values the user is permitted to edit. Multiple values are separated with a semicolon.
- Click OK.
- The restriction displays in the Restriction section.

Edit Restriction

To edit a restriction:

- Click on the Restriction to be modified.
- Click the EDIT RESTRICTION button.
- The selected restriction displays.
- Edit the value(s) as needed.

Delete Restriction

To delete a restriction:

- Click on the Restriction to be modified.
- Click the DELETE RESTRICTION button.
- The system will ask if you are sure you want to make the deletion.
- Hit Yes to accept the deletion.

Test Restriction

To test whether a restriction is working:

- Click on the Restriction to be tested.
- Click the TEST RESTRICTION button.
- The system will tell you how many records meet the criteria.

Add New User

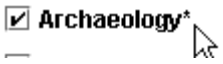
To add a new user:

- Click NEW USER.

  Or

  If the user you are creating is very similar to the profile of an existing user, click on the existing user name and click NEW BASED ON SELECTED. Answer YES to the prompt to use the logon as a model.

- Enter logon for user.
- Click OK.
- Enter password for new user.
- Click OK.
- Enter Department, Email, and Phone if needed.
- In the Splash Module fields, assign 4 default Splash modules.
- Flag any applicable user profile settings such as Allow Global Update.
- In the Views section, check the flag for all Views the user may access.
- After you have selected one or more views for the user, click on the view which should open immediately upon logging into the software. If the user only has access to one view, select that view.
- Click the SET DEFAULT VIEW button. An asterisk appears next to the view name to confirm that it has been configured as the default view.

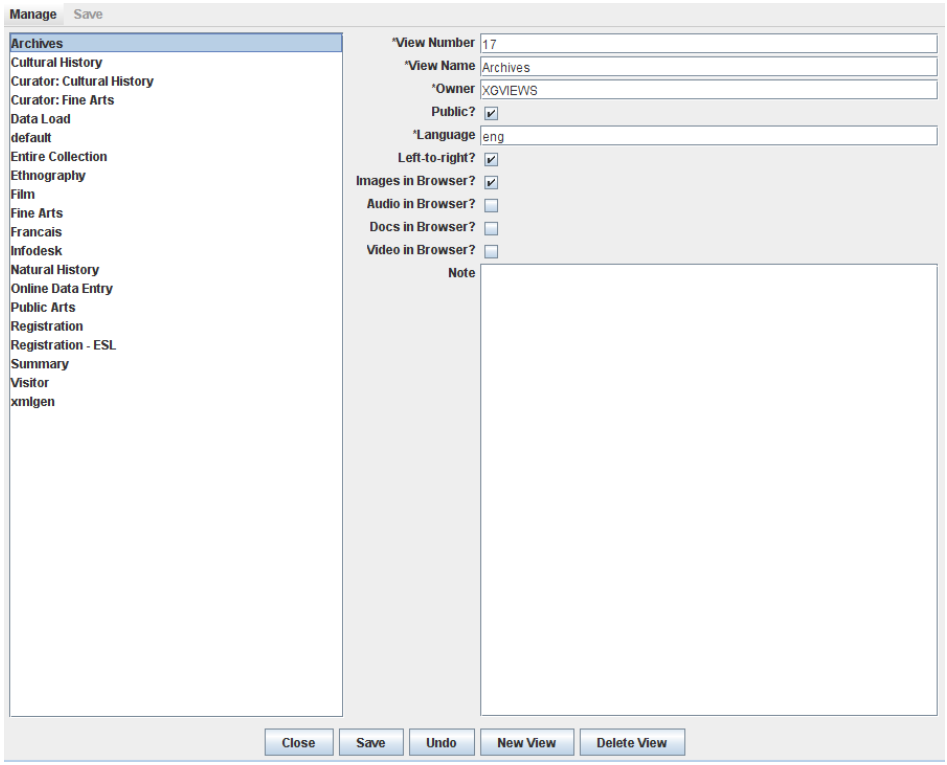


Default view

- NOTE: if your forget to set a default view, the Splash Screen will not appear after the user enters their name and password.
- In the Privileges section, check ONE record editing privilege.
- In the Restrictions section, add any restrictions.

View Setup

Mimsy XG is designed so that the View assigned to a user controls the way that person accesses the system. At the time of installation, only 1 view (default) is available. The default view is read-only and may not be modified.



View Setup

Views control the way the screen looks and many of the field characteristics, including the following functions:

- Field Order and Display
- Field Editing Rights
- Field Tags
- Pop-Up Lists
- Help Messages & Hints

The characteristics for each view are defined in the *View Properties* section of the System Module. Before using any area of the system, you must determine which view you will be working with. NOTE: the default view in the System is read-only. You may need to create a new view using the View Setup functions in order to make the modifications described in this chapter.

View Number
Each view is assigned a unique number by the system.

View Name
The System Administrator assigns a unique name to any new view created in the system.

Owner
The ANACTORIA or XGVIEWS user owns all views. This is the default owner and should not be changed unless directed by The Selago Design Help Desk.

Public
At the time of installation, all views are "PUBLIC" in that the system tables are accessible by all user logons. This default should not be changed unless you have a customized system.

Language
Mimsy XG is multi-lingual and accommodates any number of languages that you wish to record. The primary language associated with the view should be entered in the Language field. For views in English, the Language = eng. For views in French, the Language=fre.

Left-To-Right
This flag controls the screen justification. Check the flag for Left Justification for all fields. Uncheck the flag for Right Justification.

Images in Browser
This flag controls whether digital images may appear in the Media Viewer. Check the flag to show images. Images will appear as small pictures.

Audio in Browser
This flag controls whether digital audio files may appear in the Media Viewer. Check the flag to show audio files. Audio files will appear as icons.

Docs in Browser
This flag controls whether digital document files may appear in the Media Viewer. Check the flag to show documents. Documents will appear as icons.

Video in Browser
This flag controls whether digital video files may appear in the Media Viewer. Check the flag to show video files. Video files will appear as icons.

Note
Enter any Notes associated with the view in the NOTE field.

New View

To create a new view:

- Log into the System Module
- Select Manage, View Setup from the menu.
- Click the NEW VIEW button.
- A list of existing views displays.



Existing Views

- The view you pick as a model determines the Help Messages, Hint Text, Pop-Up Lists, Field Tags, and Field Display order that will be used to create the basis of your new view.
- The Name View window displays.



Assign View Name

- Enter a name for the new view.
- Click OK
- The new view is created. NOTE: this process may take a few minutes.
- Click SAVE.
- Move to the View Properties module to configure your new view.

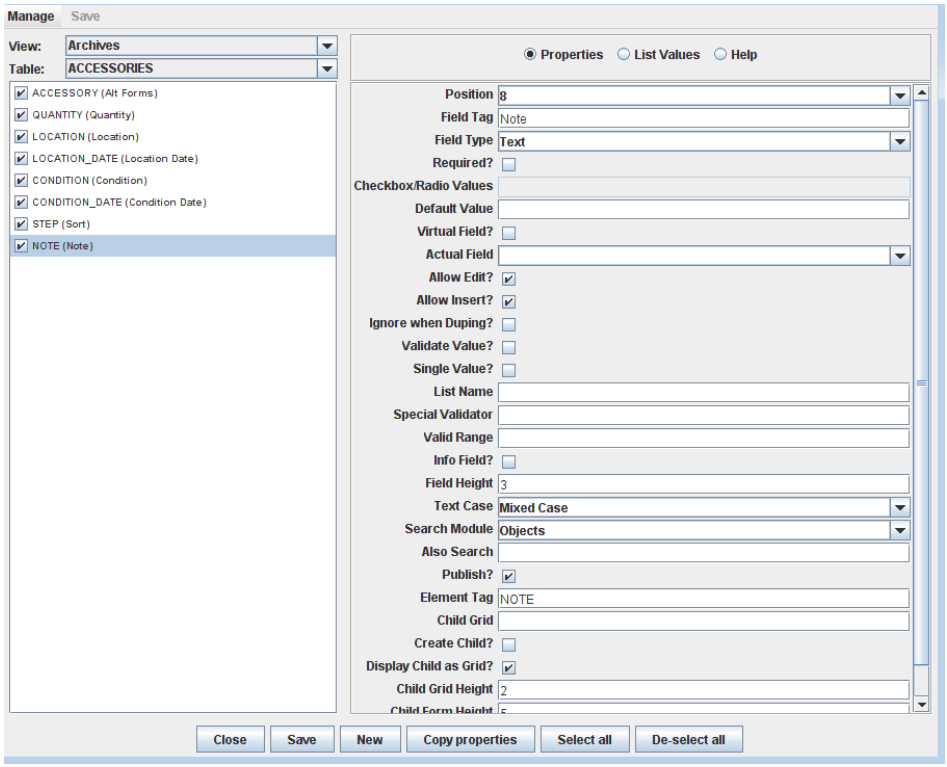
Delete a View

To delete a view:

- Click on the view name.
- Press the DELETE VIEW button.

View Properties

The View Properties control Field Order, Field Tags, Data Entry Field Type, Required Fields, Default Data, Field Editing Rights, Pop-Up Lists, Field Tags, Field Validation, and Field Height for each view. It also controls the tags for XML exports.



View Properties

Each view is accessed using the dropdown list in the upper left corner.

Once a view is selected, you will identify which table contains the fields that will be configured. This is done using the table dropdown list in the upper left corner, just below the View dropdown list.

Position

The Position field specifies the order in which the field displays on the screen. When you modify the Position assigned to a field, Mimsy XG automatically re-positions the remaining fields to account for the change.

Field Tag

The Field Tag controls the field tag value for the underlying database field.

Data Entry Field Type

The Field Type identifies what type of data the field in the database will accept. In most cases, this characteristic is for display purposes only and changing the value does not change the field type in the underlying database. It will, however, give you some control over the characteristics and values that are entered into certain types of fields.

Text

Text means the field will accept alphanumeric values. This entry can only be assigned to true text fields (you can't make a NUMBER field accept text).

Number
Number fields display whole numbers (i.e. 0 – 9). This entry can be assigned to any number field.

Number (Display all Decimals)
Display all Decimals is for Number fields that are designed to hold decimal places. This is typically used for fields like Value or Measurements that require a degree of numerical precision. This type may only be assigned to Number fields configured to store decimals.

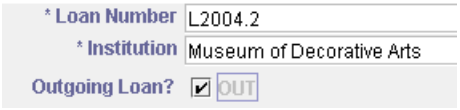
Date (Indefinite, future allowed)
Field will accept YYYY or YYYY-MM or YYYY-MM-DD values. Dates may be past, present, or future. Any Date field may be changed to this type.

Date (Indefinite, future not allowed)
Field will accept YYYY or YYYY-MM or YYYY-MM-DD values. Dates may be past or present. Any Date field may be changed to this type.

Date (Definite, future allowed)
Field will only accept YYYY-MM-DD values. Dates may be past, present, or future. Any Date field may be changed to this type.

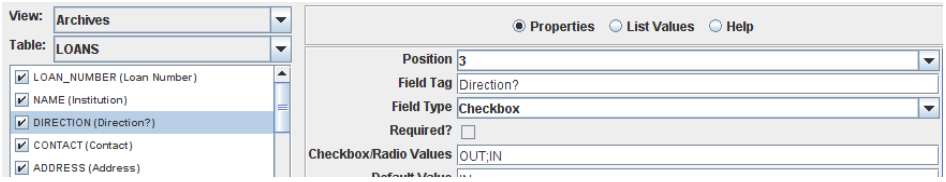
Date (Definite, future not allowed)
Field will only accept YYYY-MM-DD values. Dates may be past, present, or future. Any Date field may be changed to this type.

Checkbox
A Checkbox is used for a choice between two options (i.e. IN or OUT, Yes or No). An example of a checkbox field is the Direction field in Loans.



Checkbox

When a Field Type is Checkbox, you must also fill-in the Checkbox / Radio Button field and the Default Value field. For example, the Direction field in Loans has a Checkbox / Radio Button value set to "OUT;IN" and the Default Value is "IN."



Example of Checkbox / Radio Values

You can make a true text field a checkbox if you wish. For example, if you decide to define the Option 1 text field in the Object Authority as "Cataloguing Approved," change the Field Type from Text to Checkbox. The Checkbox / Radio Values entry would be set to "YES;NO" and the Default Value would be set to "NO."

Radio

Radio fields appear to be multiple fields, but they are actually a single database field that accepts a selection of values. An example of a Radio field is the Record Type field in the Media Authority.



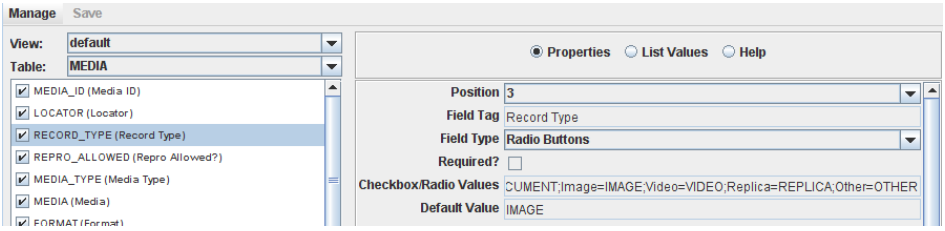
Radio Button

To the end user, it appears that there are 5 Record Type fields: Audio, Document, Image, Video, Replica. In reality, there is a single field called Record Type and it holds one of five text values: "AUDIO" or "DOCUMENT" or "IMAGE" or "VIDEO" or "REPLICA." You can see this illustrated when you see the field in Grid View.

	* Media ID	Locator	* Record Type
	Img0035a.jpg	C:\Media\Images\Quarter\	Image

Radio Button Text Equivalent

When a Field Type is Radio, you must also fill-in the Checkbox / Radio Button field and the Default Value field. For example, the Record Type field in Media has a Checkbox / Radio Button value set to "Audio=AUDIO;Document=DOCUMENT;Image=IMAGE;Video=VIDEO;Replica=REPLICA" and the Default Value is "IMAGE."



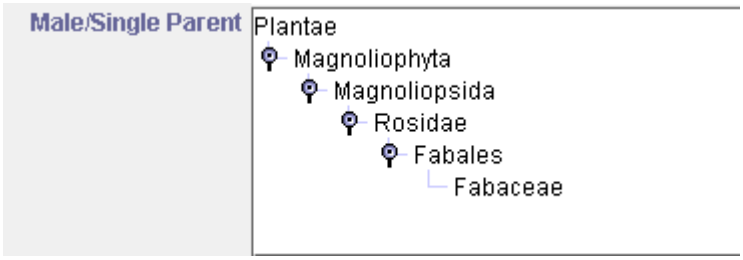
Radio Value Example

To configure a Radio Button:

- Change the Field Type from Text to Radio Buttons
- In the Checkbox/Radio Values field, enter the Field Tag for the Radio Button an equal sign (=) and the text value that will be written in the database. Separate multiple entries with a semicolon.

Tree

Tree only works with hierarchical displays. The only fields where it may be used are in the Thesaurus for Broader Term, Objects for the Parent Key, Places for Broader Place, Taxonomy for Broader Text, Media for Larger File, and Facilities for Broader Location. If the Field Type is set to Tree, it displays as a visual hierarchy.



Tree Field

If a Field Type is set to Text, it displays as a concatenated text value. The above example displays as "Plantae\Magnoliophyta\Magnoliopsida\Rosidae\Fabales\Fabaceae"

Placeholder

A Placeholder is an entry that displays a Field Tag on the main page of the form so that it can be clicked to open Flexi-fields. An example of a Placeholder is the Inscriptions field in the Object Authority.



Placeholder field

Unless you have a customized system, it is unlikely that you will ever change a field to this Field Type.

Required

To make a field "required" so that the user cannot save the record unless the field is entered, click the Required? Flag.

Checkbox / Radio Values

If the Field Type is set to Checkbox or Radio, then the Checkbox / Radio Values field contains the options the user may select. If you set a Field Type to Checkbox, the format should be configured as YES VALUE;NO VALUE. EXAMPLE: for Loan Direction, the entry is set to IN;OUT. If a field is set to Checkbox, the format is configured as Radio Tag1=value;Radio Tag2=value.

Virtual Field / Actual Field

The Virtual Field / Actual Field entries control data display when a field entered in one module displays in another module. For example, when a person is linked to an object, the name of that person is displayed in the Name field in the Linked People Flexi-fields. The actual name value isn't copied into the underlying link table; instead, the LINK_ID (Actual field) for the name is entered. By displaying the Name as Virtual Field, the data is visible to the user without having to store the name in two places (the name record and the link table).

The Virtual Field/Actual Field entry is only used at sites that have customizations. If you do not have a customized version of Mimsy XG, you will not use this feature.

Default Value

The Default Value fills in automatically whenever a new record is made. To enter a Default Value, type in the value. If no Default Value is entered, the field will be empty.

Data defaults may also be one of the following functions:

FUNCTION.USER: For the logged-in user.

FUNCTION.SYSDATE: For today's date

FUNCTION.EMAIL: For the logged-in user's email.

FUNCTION.DEPARTMENT: For the logged-in user's department.

FUNCTION.REAL NAME: For the logged-in user's real name (in the USER screen of the admin module.)

FUNCTION.NEXT STEP <KEYFIELD={KEYFIELD}>: This Function may only be used for the STEP column in Flexi-field records. It allows the Step column to auto-increment by 1 when entering data in the Details flexi-field.

Please replace the word "KEYFIELD" with the name of the foreign key column for the child table. So, for example, if you want to set it up for MAKERS.STEP, you'd have: FUNCTION.NEXT STEP <MKEY={MKEY}>. In Conservation Details, it would be: FUNCTION.NEXT STEP <CONSKEY={CONSKEY}>.

Allow Edit

Check the Allow Edit flag if the user can update a particular field if it already has a value in it.

Allow Insert

Check the Allow Insert flag if the user can update an empty field.

Ignore When Duping

Check the Ignore When Duplicating flag to suppress the copying of a parent field to the new record when the Record Duplicate functionality is accessed.

Validate Value?

Check the Validate Value? Flag to restrict users to entering values in a field that exist in the field's Pop-Up List.

Single Value?

Check the Single Value? Flag to indicate that semicolons should not be used to parse strings into multiple values.

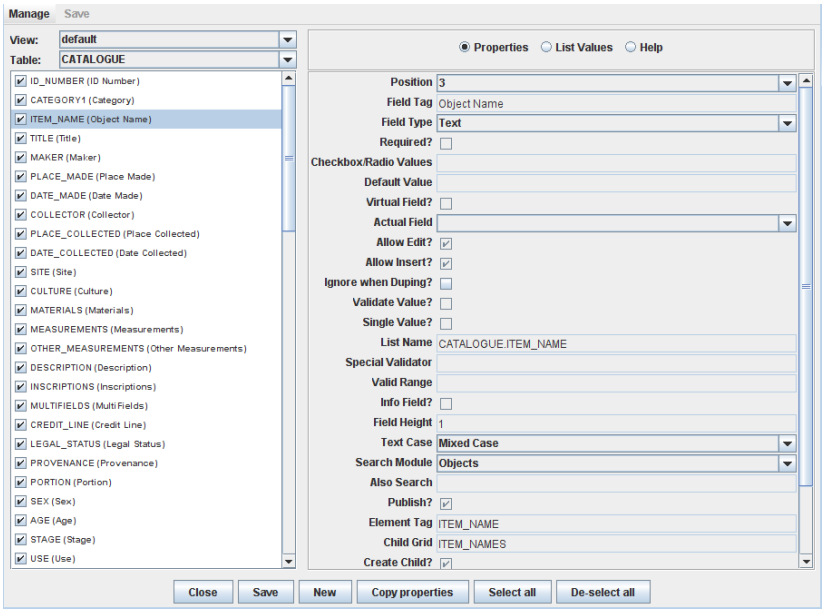
List Name

The List Name identifies which Pop-Up List is used for the field. The List Name will either contain the default list, reference another field's list, or hold the name of a special system list. Special System lists are managed in "Special Lists" section of the System Module. If a

field does not have any Pop-Up List entries, this field will be blank, but will automatically be updated when the first term in the Pop-Up List is added.

Default Lists

If a field is configured to use the default list, the List Name will reflect the Table Name and Database Field Name for the field. An example of a field using a default list is the Object Type field in the Catalogue table.

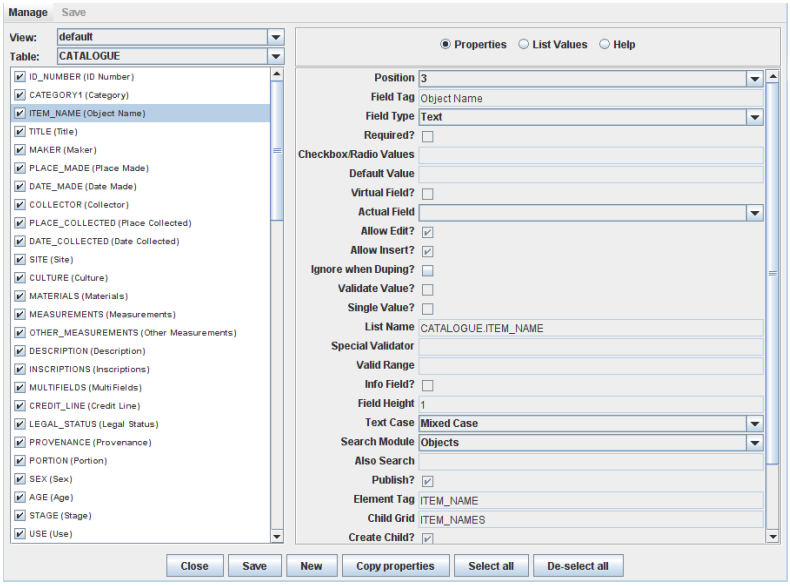


Object Name Pop-Up List

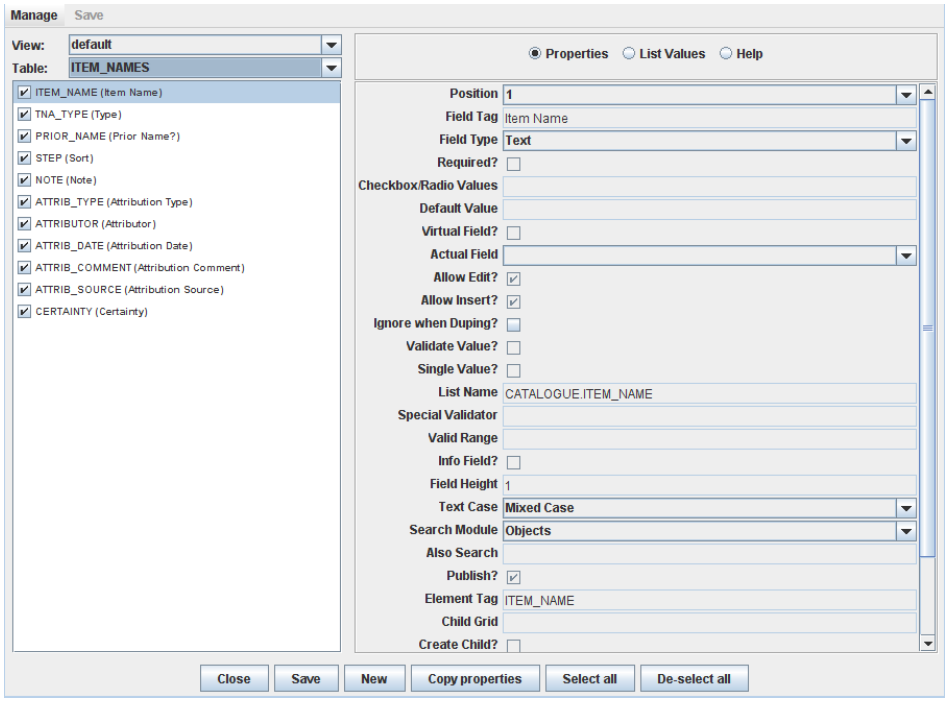
Reference Another Field's List

Sometimes the terms in one Pop-Up List are applicable to another field. For example, the Object Name field appears in the Object Authority on the main screen, in the Object Authority in the repeatable Object Names Flexi-Fields, and in the Entry Activity. Since all three fields are likely to have the exact same entries, you can enter the terms in a single Pop-Up List, then configure the other fields to "share" the same list.

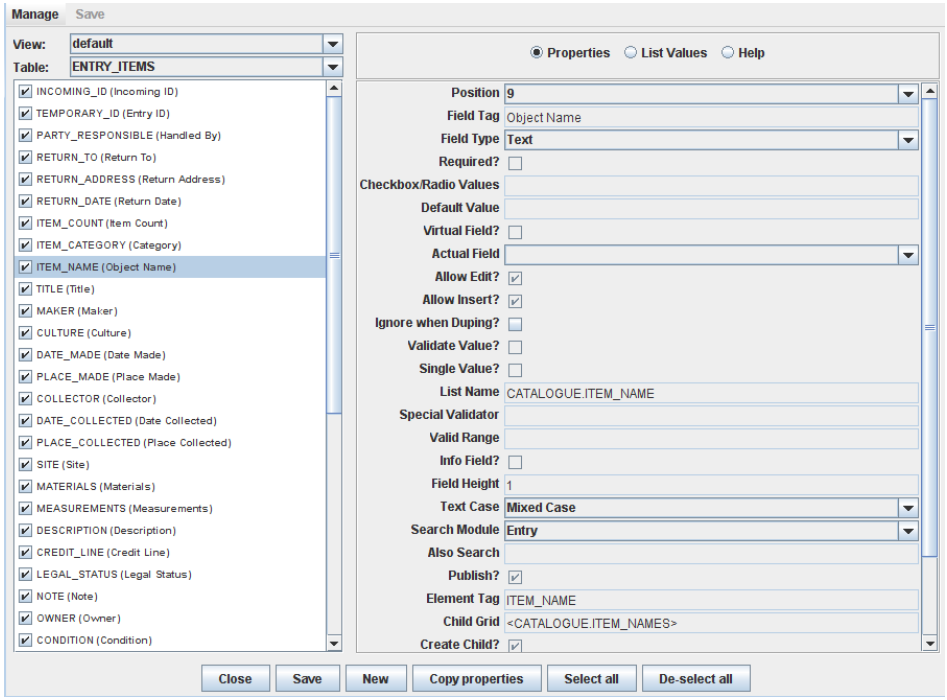
When a field is configured to use the same Pop-Up List as another field, the List Name will contain the default list for the "source" field. The following is an example of how the three fields mentioned previously can be configured to share the same list.



Default List Used for Object Name in Object Authority



Repeatable Object Names in Object Authority Reference a Default List



Object Name in Entry Activity References a Default List

Once fields are configured to reference another list, adding a new Pop-Up List term to any of the lists automatically updates the lists for the other fields.

System Lists

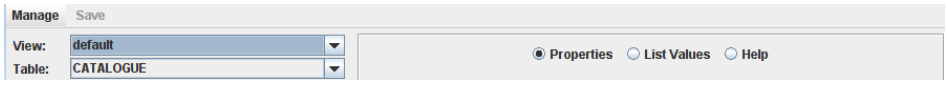
Certain fields use a system generated Pop-Up List. System Lists are typically used when it is more appropriate to generate a Pop-Up List based on data already held in the system. For example, for the Maker field in the Object Authority, the Pop-Up List is automatically built using the Names flagged as Makers in the People Authority.

Pop-Up Lists

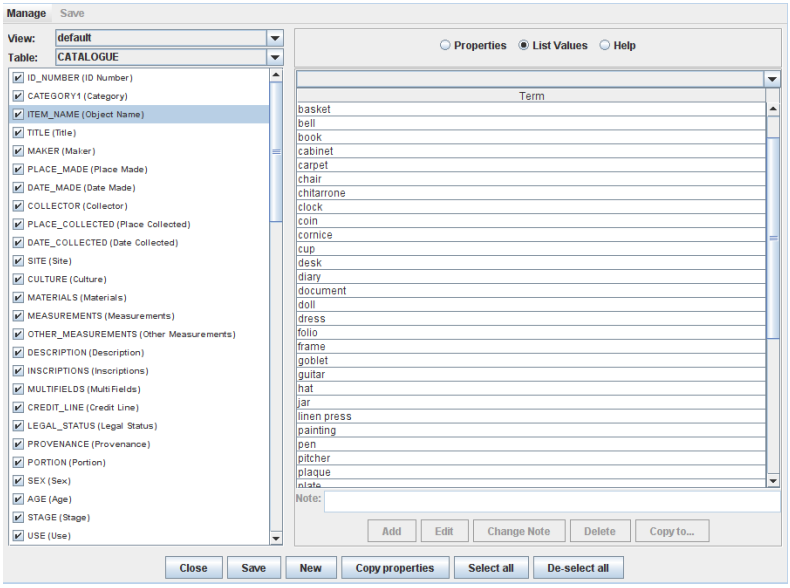
All fields in Mimsy XG have a Pop-Up List. Terms may be added or removed from the list at any time.

To modify a Pop-Up List:

- If the window is not already open, select Manage, View Properties to open the View Properties form.
- Click the List Values Radio button at the top of the View Properties screen.



List Values Radio Button



Pop-Up List Terms

To add a term:

- Click on the Field Name for the list.
- Click the ADD button.
- Enter the new term.
- Click OK
- Add a note if needed. To add a note, type in the NOTE field. When you are done, click CHANGE NOTE.

To copy terms from one list to another:

- Click on the Field Name for the list.
- Click the COPY TO button.
- Choose SELECTED TERMS or FULL LIST. SELECTED TERMS will copy only the currently highlighted terms.
- Select the existing view name to which you wish to copy.
- At the Copy Complete notice, click OK.
- Click SAVE.

HINT: if you are managing multiple views and an existing view contains entries you wish to copy over to the current view, go to the other view and use the COPY TO functionality.

To edit a term:

- Click on the Field Name for the list.
- Click the EDIT button.

- Modify the term as needed.
- Click SAVE.

To edit a term:

- Click on the Field Name for the list.
- Click the DELETE button.
- Click YES in answer to the prompt.
- Click SAVE.

Special Validators

Special Validators specify whether data entered into a field must meet certain criteria before the user may continue with data entry. An example of a Special Validator is that a new Object Authority record must have a unique ID Number before it can be saved.

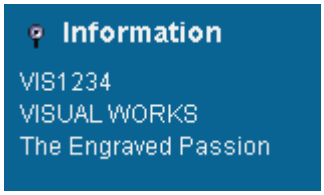
Special Validators should not be modified. They are listed in the System Module for informational purposes only and should only be modified if directed by The Selago Design Help Desk.

Valid Range

The Valid Range entries control whether the data entered into a field is appropriate based on data that has been entered into another field. An example of a Valid Range is that the Start Date of a Loan must be before the End Date. Refer to the Validation Appendix for the definitions of each of the special validators.

Info Field

The Info Fields control the identifying information in the upper left corner of each module.



Info Fields

Up to 4 fields may be designated as Info Fields for each module. They are displayed in the same order as they appear onscreen.

Field Height

Field height controls the display size of the field in the forms. The number entered here determines how many rows are allotted for the field. The higher the value, the "taller" the field.

Text Case

The Text Case entry controls the case of the text entered into a field. If the Text Case entry is blank, the field accepts text in all cases (upper, lower, or mixed).

Mixed Case
Mixed case forces entry where the first letter of the field must be in upper case.

Upper
Upper case forces entry where all letters must be in uppercase (all capital letters).

Lower
Lower case forces entry where all letters must be in lowercase.

Search Module

The Search Module entry works in conjunction with Advanced Searching. When the Advanced Search tool is opened, all of the fields are organized into different Activity or Authority folders. The folder where the fields are located is listed in the Search Module entry. While these entries should not be changed, it is possible to leave the field blank so that it is not available for searching.

Also Search

Also Search works in conjunction with Basic Searches. Basic Searches are used to search the Parent fields in a record (fields on the main form). The Also Search entry automatically configures the search functionality so that when an Anchor field is searched, the corresponding field in a child record is also queried.

To configure an Also Search field:

- Enter the <TABLE.COLUMN_NAME> for the child field.

EXAMPLE: to search the Other Number field when the ID Number is searched, enter "OTHER_NUMBER.OTHER_NUMBER"

Publish

The Publish flag is used for XML utilities. If the field is flagged, then the utility processes the field.

Element Tag

The Element Tag field is used for XML exports. The Element field tag is used as the tag label. Change this setting if the field should have a different label on the XML Export. EXAMPLE: Maker may be Creator for a Dublin Core Export.

Child Grid

The Child Grid entry controls which child table displays when the Flexi-Field lever for an Anchor field is clicked.

Create Child

The Create Child Flag controls whether entry in a Parent field triggers the creation of a corresponding Child record.

Display Child as Grid

The Display Child as Grid controls whether the child field appears in grid view or form view. By default, this field is checked.

Child Grid Height

The Grid Height entry controls how many rows from the child table display when the Flexi-Field lever for an Anchor field is clicked.

Child Form Height

The From height controls how many fields display in the child table display when the Flexi-Field lever for an Anchor field is clicked.

Auto-Open Child

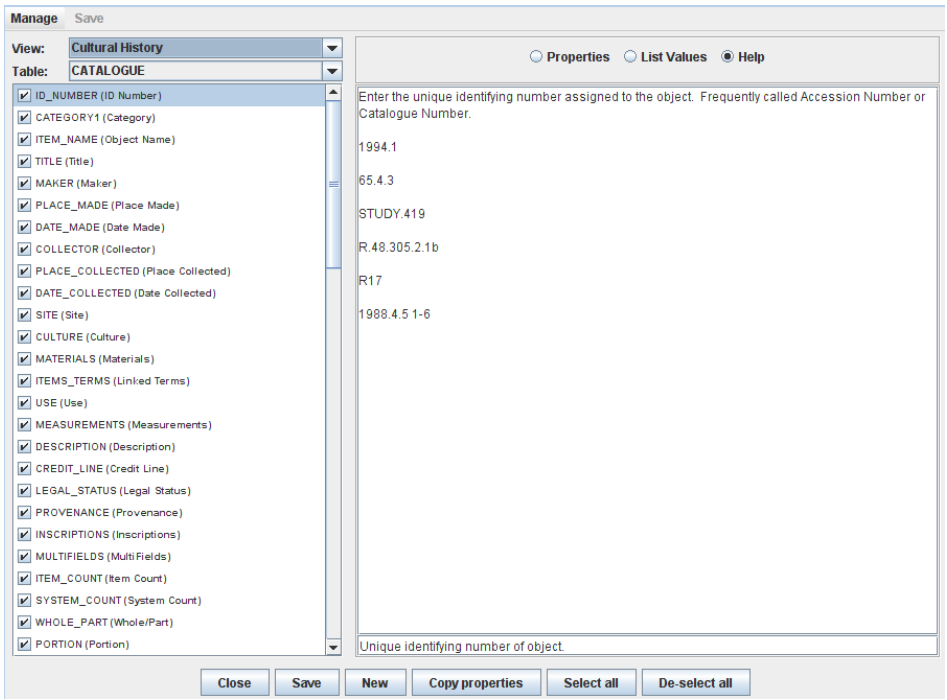
If the Auto-Open checkbox is checked, the child record (flexi field) will be automatically opened whenever a user logs into the view.

Field Level Help

The View Properties Help populates the pop-up menu that appears when you go to Help/Field Level Help option (or hit F1) within the main Mimsy XG application.

To modify a Field-Level Help message:

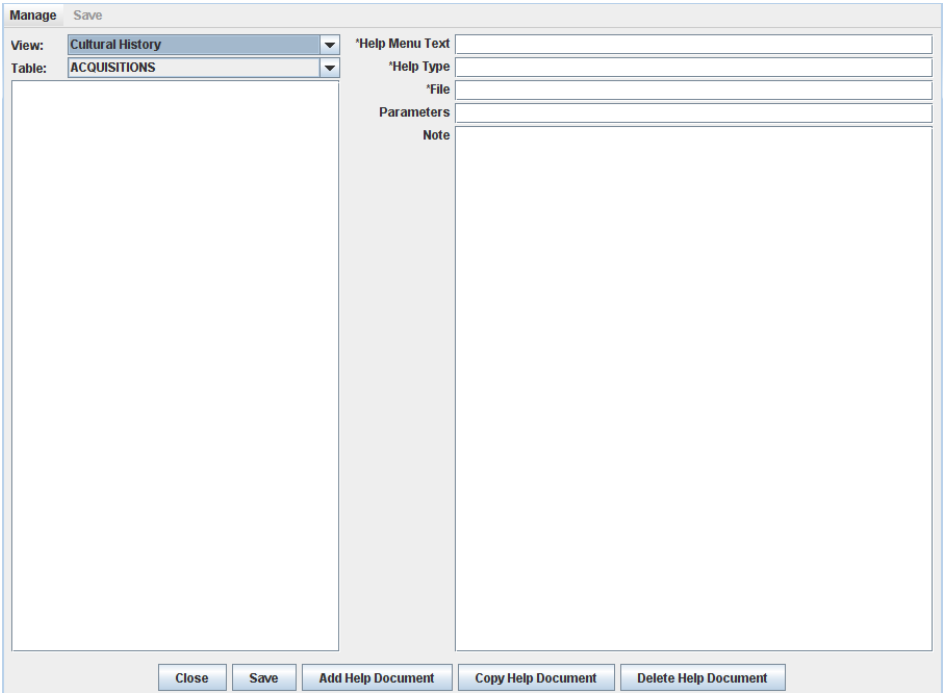
- If the window is not already open, select Manage, View Properties to open the View Properties form.
- Click the Help Radio button at the top of the View Properties screen.



- Start typing the Field-Level Help in the large white box.
- Click SAVE.

Help Setup

Use the Help Module to link procedural explanations in pdf, html, doc, txt or other formats into Mimsy XG. We recommend adding an entry for the Mimsy XG manual so that all users may access the documentation online.



To add procedural help:

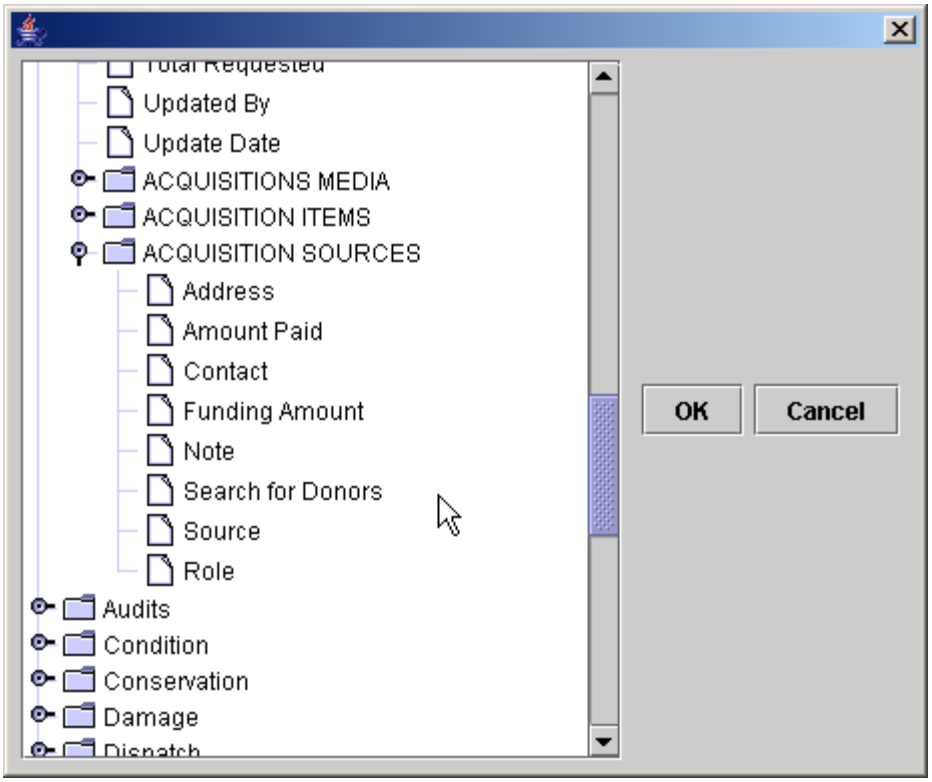
- Click ADD HELP DOCUMENT.
- Select the corresponding view.
- Select the module where the help will be added.
- In the Help Menu Text Field, enter the narrative name of the document (e.g. Cataloguing an Object).
- In the Help Type field, enter the corresponding entry for the document type as listed in the PFILE.txt file.
- In the File field, press F9 to open a document window.
- Navigate to the help document.
- Click OPEN.
- Click SAVE.
- To copy help documents to a different view:

- Highlight the document to copy.
- Click COPY HELP DOCUMENT
- Select the view(s) to which you wish to copy the document.
- Click SAVE.

Special Search Criteria

The Special Search functionality enables the System Administrator to create pre-built searches for users to select in the Advanced Search window. This is very similar to creating and saving a search in the forms; however, searches created in the System Module as Special Searches appear in the Advanced Search Field List (instead of the top portion of the Advanced Search builder).

For example, a Special Search for Donor Name created in the System Module would appear as pictured below:



Sample of Saved Search

To create a pre-built search:

- Navigate to the table which contains the field on which the search will be run. EXAMPLE: to build a search against donors, navigate to ACQUISITION, the ACQUISITION_SOURCES.

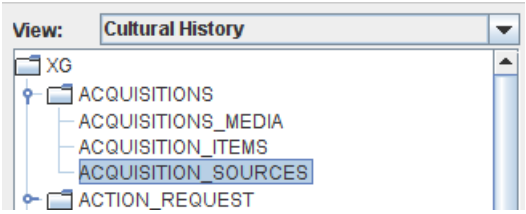
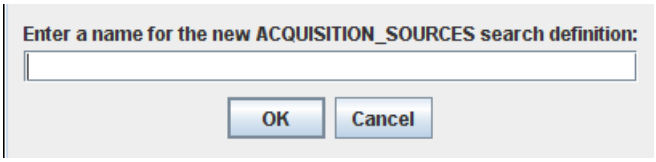


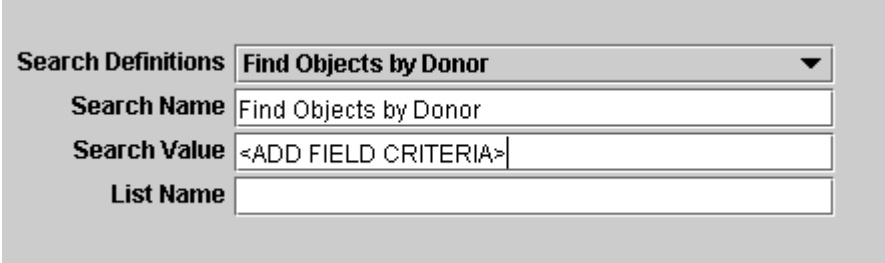
Table Selection

- Click the NEW SEARCH button.
- The NAME SEARCH window displays.



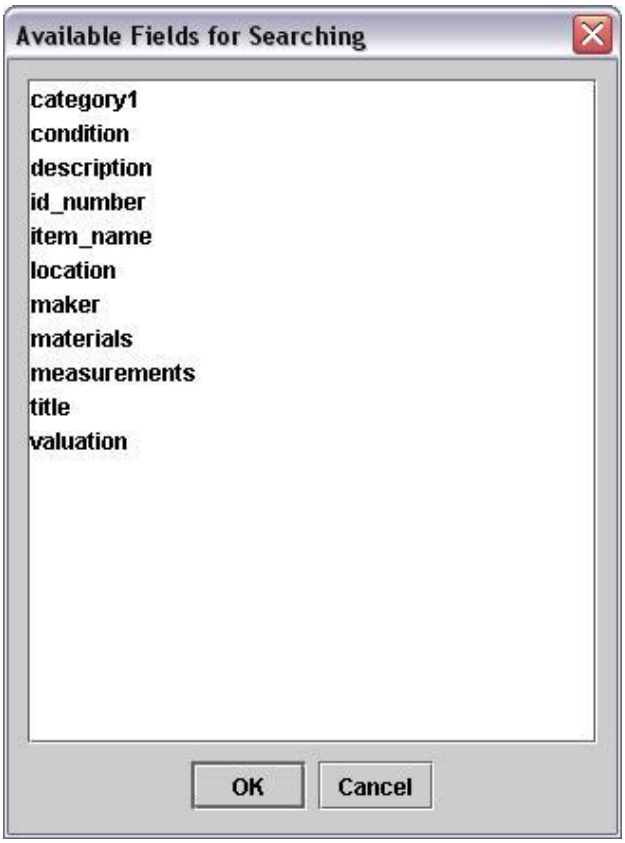
Search name

- Enter a name for the search.
- Click OK.



Search Definition with Named Search

- TAB into the Search Value field, where the system has <ADD FIELD CRITERIA>.
- Press F9 for a list of fields in the selected table.



Field Selection List

- Select a field from the list.
- Click OK.
- If you wish to associate a Pop-Up List of search values, enter the name of the Pop-Up List used for the View. For example, entering "SOURCES" in this field generates a list of all names with the SOURCE flag = Y.
- If you make a mistake, click UNDO to remove all changes since the last save.
- Click the SAVE button.

To copy a search to a different view:

- Highlight the document to copy.
- Click COPY SEARCH
- Select the view(s) to which you wish to copy the document.
- Click OK
- Click SAVE.

Special Lists

For sites that have staff that know SQL, we have created the Special Lists section of the System Module. "Special Lists" are Pop-Up lists that are dynamically created based on SQL criteria. Please note that this section is designed for experienced programmers in the event that they wish to make advanced changes to the system. If you do not have programming experience, please contact the Help Desk before proceeding.

All special lists are made up of three columns. If your list does not need three columns, you may set some of the columns to be null. The first column is the primary key for the table if you are referencing an authority (like LINK_ID for PEOPLE) or an activity parent. If the key is not necessary, this first column should be null. The second column is the data that you want to populate the text field. The third column is any additional identifying info (like BRIEF_BIO for PEOPLE) or data that is used to populate a second field (like the combined ADDRESS info in the Contacts list).

You must include a where clause that references the :filter variable, in case the user wants to pre-filter the list.

The List Fields should reference the TABLE.FIELD names in the order that they appear in the select statement, so that the correct field tag can be applied to the column header, delimited by semi-colons. If the column will contain no data, enter NULL.

To create a Special List:

- Click the NEW LIST button.
- In the List Name field, enter the name of the list. Spaces may be used.
- In the List Field field, enter the three columns for display in the Pop-Up List.
- In the List SQL field, enter the SQL statement used to lookup the Pop-Up List values.
- Click the SAVE button.
- You may see an example of the list by clicking on TEST LIST.

Examples of Special Lists

Dynamically created list of ITEM_NAME values from the Catalogue:

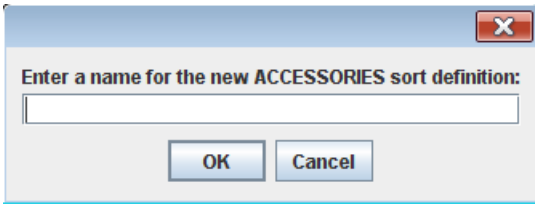
select distinct null kv, item_name, null from catalogue where nls_upper (item_name) like :filter order by nls_upper(item_name)

Special Sorts

The Special Sorts feature enables you to create customized nested sorts. Nested sorts combine two or more fields as part of the sorting process.

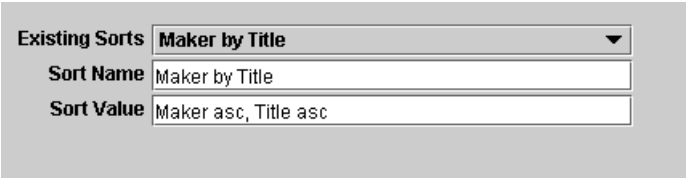
To create a customized sort:

- Click the NEW SORT button.
- The custom sort window displays.



Sort Name Window

- Enter a name for the custom sort.
- Click OK.
- Click in the Sort Value field.
- Enter the field name for the sort and the direction of the sort (asc for A-Z or desc for Z-A). Multiple fields should be separated by a comma.



Custom Sort Example

Modify a Custom Sort

To modify an existing sort:

- Use the Existing Sorts dropdown list to select the sort.
- After the sort is selected, the Sort Name and Sort Value fields will display.
- Click in Sort Value field. Edit the entry as needed.
- Click the SAVE button.

Delete a Custom Sort

To delete a sort:

- Use the Existing Sorts dropdown list to select the sort.
- After the sort is selected, the Sort Name and Sort Value fields will display.
- Click the DELETE SORT button.
- Click the SAVE button.
-

To copy a Custom Sort to a different view:

- Highlight the document to copy.
- Click COPY SORT
- Select the view(s) to which you wish to copy the document.
- Click OK

- Click SAVE.

Sequences

This section controls the primary key values assigned to all of the records in the database. It should only be used when directed by The Selago Design Help Desk.

System Settings

The System Settings contain variables that trigger certain functionality in Mimsy XG. To disable a System Setting, change the setting to "XXXXXX." A definition of each of the System Settings is provided in the System Settings Appendix.

The New Setting button is only active if multiple values are permitted for the setting. For example, ACTION_SEND_MAIL may only be changed from True to False, or vice-versa. For this setting, the New Setting button is deactivated. On the other hand, EXHIBITION_CLOSED_LIST may have several values. Thus, the New Setting button is active.

The Delete Setting button has been deactivated since these features are not configurable on-site.

To add a new System Setting:

- Click on the Setting Name in the left panel.
- The Setting displays in the right panel.
- Click the NEW SETTING button.
- Enter the setting value into the NEW SETTING window.
- Click OK.
- Click SAVE.

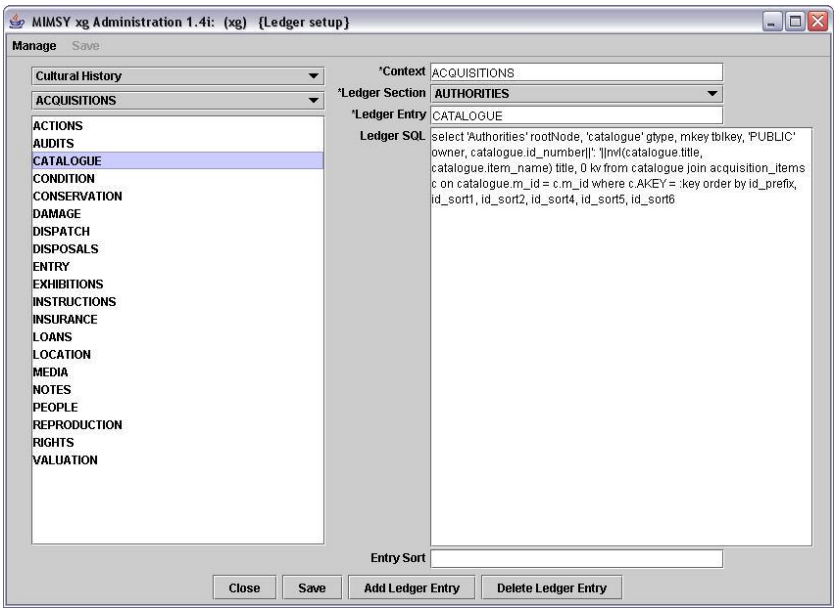
To change a System Setting:

- Click on the Setting Name in the left panel.
- The Setting displays in the right panel.
- Click the EDIT SETTING button.
- The System Setting Window displays.
- Edit the setting as needed.
- Click OK.
- Click the SAVE button.

Ledger Setup

The values displayed in the Link Ledger are controlled by a series of SQL statements. We *strongly* recommend that you do not adjust these settings without first verifying your

change with the Help Desk. If the statement is incorrect, the ledger will not appear properly in Mimsy XG.



Ledger Setup

All ledger code is written using the same model.

select 'Authorities' rootnode, 'people' gtype, p.link_id tblkey, 'PUBLIC' owner, c.record_type||': '||c.name title, 0 kv from people p, items_people_all c where p.link_id = c.link_id and c.MKEY = :key order by c.record_type, p.sort_name

The first portion of the statement identifies the module name and linking keys. This part of the code should never be changed.

select 'Authorities' rootnode, 'people' gtype, p.link_id tblkey, 'PUBLIC' owner,

The second part of the statement identifies the field string to display in the ledger.

c.relationship||': '||c.name title,

The above statement may be adjusted to include any fields you wish. Please keep in mind that the ledger is limited in width and long strings will require the user to scroll to see the full value.

The remaining portion of the statement identifies the parent table and the linked child table where values are drawn from and how those tables are linked. This portion of the code should never be changed.

0 kv from people p, items_people_all c where p.link_id = c.link_id and c.MKEY = :key

The final portion of the code defines the sort order of the ledger entries. This portion of the code may be changed.

order by c.record_type, p.sort_name

To change a display setting in the Link Ledger:

- Use the top dropdown list in the left panel to select the correct view.
- Use the bottom dropdown list in the left panel to select the module which contains the Link Ledger to be modified.
- The Context field in the right panel defaults to Module selected (although it may be changed).
- In list of fields in the left panel, click on the Ledger Entry to be modified.
- Once the Ledger Entry in the left panel is selected, the Ledger Entry field in the right panel is automatically updated.
- The Ledger Section field in the right panel defaults to Activities, Authorities, or Other (the three main folders in the ledger). You must select one of these defaults.
- The Entry Sort field may be used to re-order the Link Ledger folders in any order you choose. For example, if you want PLACES to display above PEOPLE, then Entry Sort for Places could be 1 and Entry Sort for People could be 2. The Entry Sort values must be entered manually (adjusting one number does not reorder the remaining folders).

To add a new Ledger Entry:

- Use the top dropdown list in the left panel to select the correct view.
- Use the bottom dropdown list in the left panel to select the module which contains the Link Ledger to be added.
- Click ADD LEDGER ENTRY.
- The Context field in the right panel defaults to Module selected (although it may be changed).
- The Ledger Section field in the right panel defaults to Activities, Authorities, or Other (the three main folders in the ledger). You must select one of these defaults.
- Enter the Ledger Entry. This is generally the name of the module.
- Enter the Ledger SQL text.
- Click SAVE.

Common Change Requests for Ledger

In Linked People, display Relationship instead of general role:

select 'Authorities' rootnode, 'people' gtype, p.link_id tblkey, 'PUBLIC' owner, c.relationship||': '||c.name title, 0 kv from people p, items_people_all c where p.link_id = c.link_id and c.MKEY = :key order by c.relationship, p.sort_nameIn Linked Places, display entire Place hierarchy:

In Linked Places, display Broader_Text in addition to Place Name:

select 'Authorities' rootnode, 'places' gtype, p.placekey tblkey, 'PUBLIC' owner, c.record_type||': '||p.broader_text||', '||p.place1 title, 0 kv from places p, items_places_all c where p.placekey = c.placekey and c.MKEY = :key order by c.record_type, p.broader_text, p.place1

In Linked Places, display variation, not preferred name, when the variation is used.

select 'Authorities' rootnode, 'places' gtype, places.placekey tblkey, 'PUBLIC' owner, c.relationship||': '||c.place title, 0 kv from places, items_places_all c where places.placekey = c.placekey and c.MKEY = :key order by c.relationship, c.place

Table Properties

The Table Properties control the automatic sorting feature for all of the tables and the bubble-hint that displays when you wave your cursor over an Anchor field.

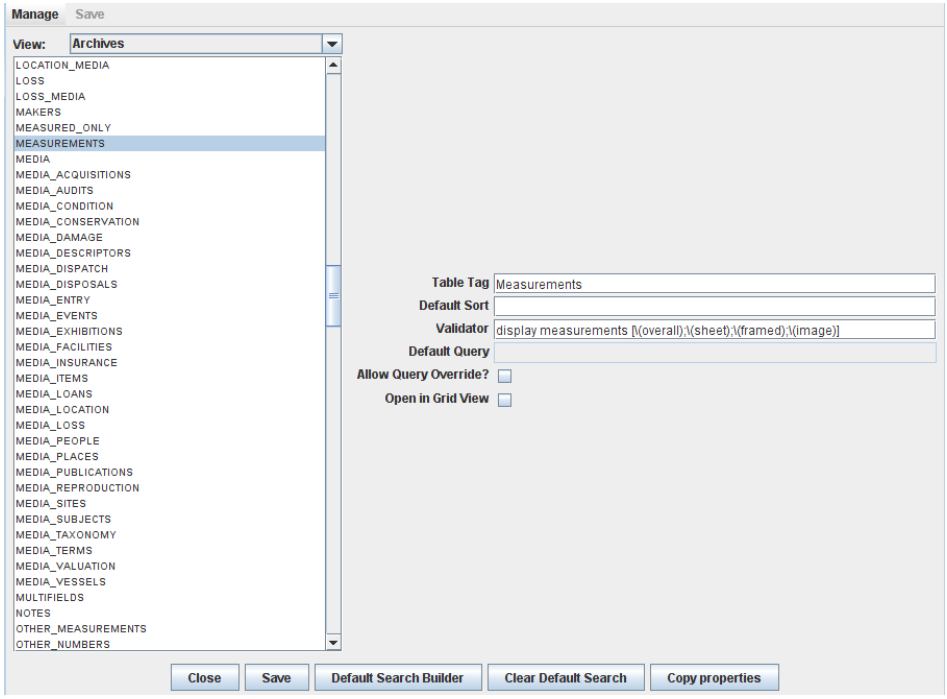


Table Settings

Table Tag

The Table Tag setting specifies the “bubble” hint that displays when you wave your cursor over a field tag.

To modify a Table Setting:

- Click on the Setting Name in the left panel.
- The Setting displays in the right panel.
- The Table Tag updates to reflect the table you have selected.
- Click in the Table Tag field.
- Edit the Table Tag.
- Click the SAVE button.

Default Sort
Records can be sorted on-the-fly within Mimsy XG. If you prefer, you can specify an automatic sort that will be invoked each time records are displayed.

To add or modify a Default Sort:

- Click on the Setting Name in the left panel.
- The Setting displays in the right panel.
- The Table Tag updates to reflect the table you have selected.
- Click in the Default Sort field.
- Enter the name of the field by which the records should be sorted.
- Click the SAVE button.

Default Record Retrieval
At the time of installation, Mimsy XG is configured to retrieve all Activity and all Authority records when a user runs a query. This setting may be adjusted to limit the records that are retrieved by applying a Query Filter.

To Create a Query Filter:

- Click on the Table Name in the left panel where the filter will be applied.

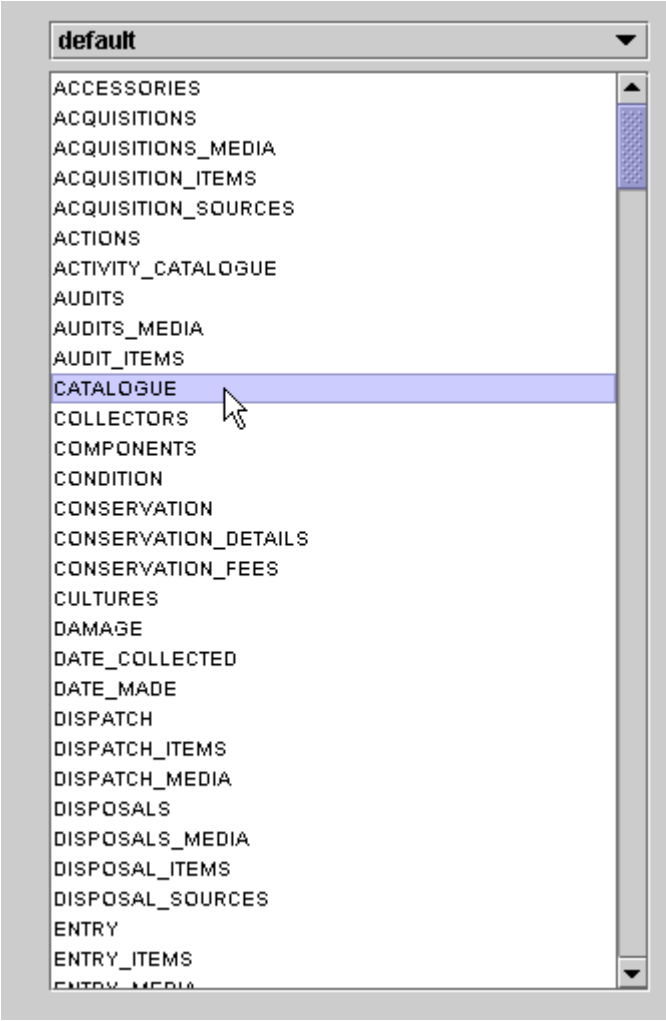


Table List

- The Table Tag updates to reflect the table you have selected.

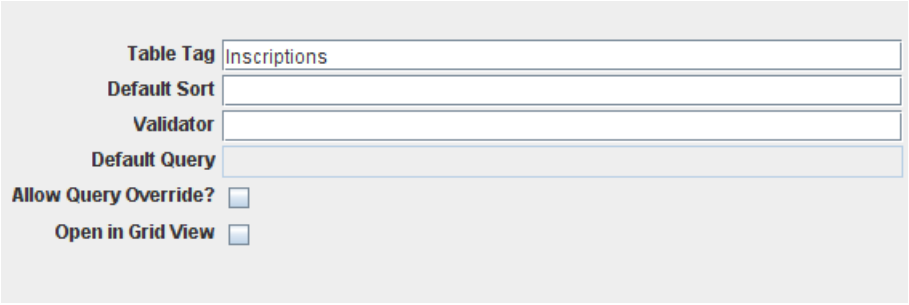
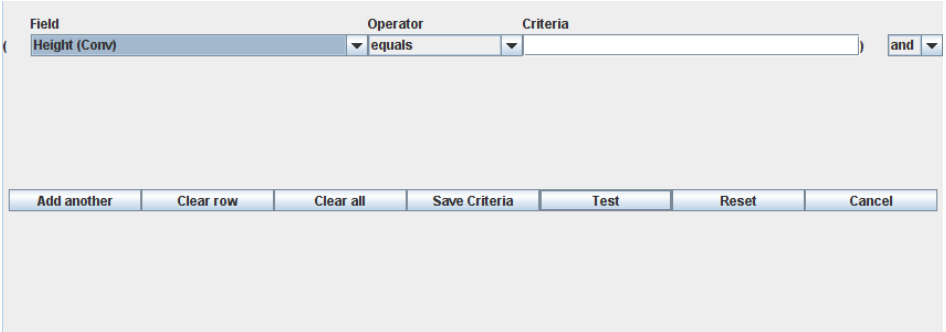


Table Tag

- Click in Default Query field.
- Click the DEFAULT SEARCH BUILDER button.
- A modified version of the Advanced Search form displays.



Search Builder

- In the Field column, use the dropdown box to select a field in the Parent section of the record.
- In the Operator column, use the dropdown box to define the type of search to be run.
- In the Criteria column, enter the search value.
- If needed, click the ADD ANOTHER button to insert a second search row. Repeat as necessary.
- Click the SAVE button.

NOTE: users may override the Default Query Filter by entering a wildcard (%) in the filtered field. To further restrict record access, uncheck the Override Filter? flag.

To remove a Default Search:

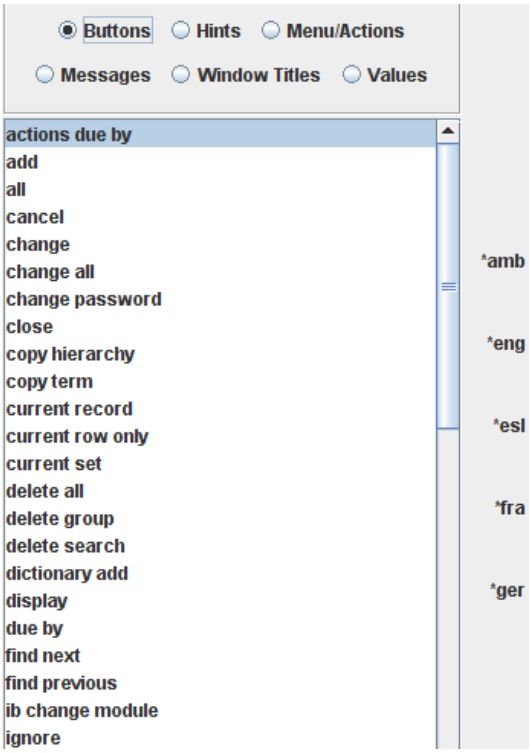
- Click CLEAR DEFAULT SEARCH.
-

Open in Grid View:

You may choose to have tables automatically open in grid view when a user logs into the module. To do so, check the OPEN IN GRID VIEW checkbox. If OPEN IN GRID VIEW is checked for an Activity or Authority parent table, the module will always open in the grid view, but users may then move to form view. If the setting is checked for a child table, the user will not be able to move to form view "on the fly".

Text

Almost all of the text displayed in Mimsy XG may be modified on-site. You may change button text, messages and alerts, menu display titles, and window titles. It is also possible to update certain trigger values that are dependant on the number of languages implemented in your database.



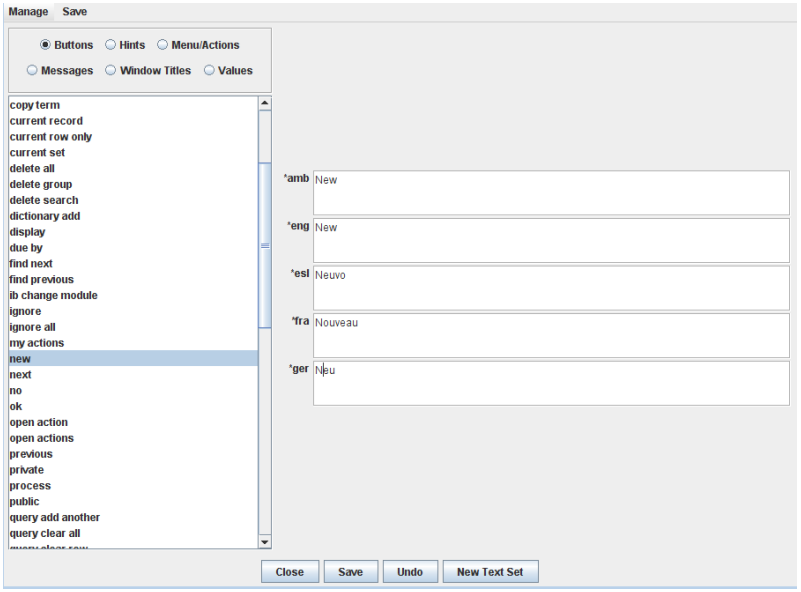
Example of Modifiable Text

Mimsy XG is designed to manage data in multiple languages. The text that displays in the system may be configured so that alert messages and other button text reflects the language preference of the end user.

Adding a new Text Set (or new language):
You may add new text sets at any time. Text sets are often languages. However, you may also create different text sets within a single language, each designed for a different audience. For example, you may wish to have a special text set, using non-technical terms, for a public terminal.

To add a new text set:

- Click NEW TEXT SET.
- Enter a three-letter name for your text set.
- Choose a text set to base this set on.
- Click OK.
- Make your changes to the text set.
- In the example below, ESL equals Spanish, FRA equals French, and GER = German.



Example with Five Text Sets.

Translation

Mimsy XG supports the entry of Authority records in multiple languages. In order to begin using this area of the System Module, you must first add the language in the Text portion of the System Module. For more information on adding another language to the system, refer to the *Text* portion of this chapter.

Depending on how you have decided to implement multilingual functionality, some of the tables translation rules may be slightly different than described below. Please see your system administrator or contact the Selago Design Help Desk if Mimsy XG translations do not appear as expected.

Translation Upon Creation

When a record is created, you may create a copy of the record in another language. During the initial creation process, all Anchor and "primary" child field data is translated according the Translations (Language Equivalents) configured in the System Module. If there are no translations configured, Mimsy XG repeats the data from Record A in the corresponding field in Record B. Primary child fields are any flexi-fields that do not validate against another Authority (i.e. Measurements, Item_Descriptions).

As part of the creation process, Mimsy XG checks to see if the Record A in Language A has links to other Authorities. If there are links to Authorities, Mimsy XG checks to see if the Authorities exist in Language B. If so, Record B (the new language record) is automatically linked to the Authority records in the corresponding language. Examples of Authority links are tables such as ITEMS_TERMS, ITEMS_PEOPLE, ITEMS_PLACES, etc.

If an Authority Record A is linked to Authority Record B and Authority B exists in multiple languages, Authority Record A will be linked to all Authority B language records. The duplicate links are required so that in the event that Authority Record A is ever translated, the system can transfer the links to the translated Authority A record. EXAMPLE: There is a

Thesaurus Authority record in Language A for "cotton." It has a translated record in Language B = "cotton." If Object Authority record 1999.8.1 only exists in English and it is linked to "cotton," Mimsy XG automatically links 1998.8.1 to "coton" as well since there is no French record for 1998.8.1. If Object Authority record 1998.8.1 is ever translated, the system transfers the "coton" link from the "English" 1998.8.1 to the French "1998.8.1."

At the time the record is created, all child tables may be duplicated as part of the translation process. This allows the user to copy data such as repeatable Item Names and Descriptions into the new record. NOTE: this is an actual copy. Mimsy XG may be configured so that all languages share the same child table (rather than having one set of records for Language A and a second set for Language B). We recommend sharing tables such as TITLES, INSCRIPTIONS, and OTHER_NUMBERS since this data is likely to be the same regardless of language.

Translation Upon Update

Once a record has been translated and saved, when links are made from one Authority record to another (i.e. object to thesaurus, object to people), Mimsy XG checks to see if the record in Language A has a record in Language B. If so, the new language record is automatically linked to the Authority records in the corresponding language. If there is no matching record, the translated record is linked to the Authority record in Language A. If someone later creates a translation for the linked Authority record, the system goes back and updates the appropriate language record and modifies the link to the Language A record and replaces it with a link to Language B.

EXAMPLE: Object 2005.1.1 is entered into the Object Authority. Object 2005.1.1 is linked to Thesaurus Authority record "fur." When the Object 2005.1.1 is translated into French by selecting Record, Translate from the menu, Mimsy XG looks in the Thesaurus Authority to see if "fur" has a translated Thesaurus Authority record. No record for "fourrere" is found, so the French object gets linked to the English version, "fur". A few weeks later, a staff member is in the Thesaurus Authority on the record for "fur". The staff member sees there is no translation for fur, so he / she creates a translation for "fourrure." Creating the translation in the Thesaurus for a record already linked to the Object Authority triggers a check for any "French" object records linked to "fur." These links are then reset to "fourrure."

How to Create a "Translated Record"

All of the Authorities and the Exhibition Activities are designed to manage multiple copies of the same record in different languages.

To create a copy (version) of a record in another language:

- Query for the record to copy.
- Select Record, Translate from the menu.
- The system displays a dropdown list of the existing languages.
- Select the language into which the record will be translated.
- Mimsy XG displays a list of child tables to copy to the new record. Select the appropriate entries.

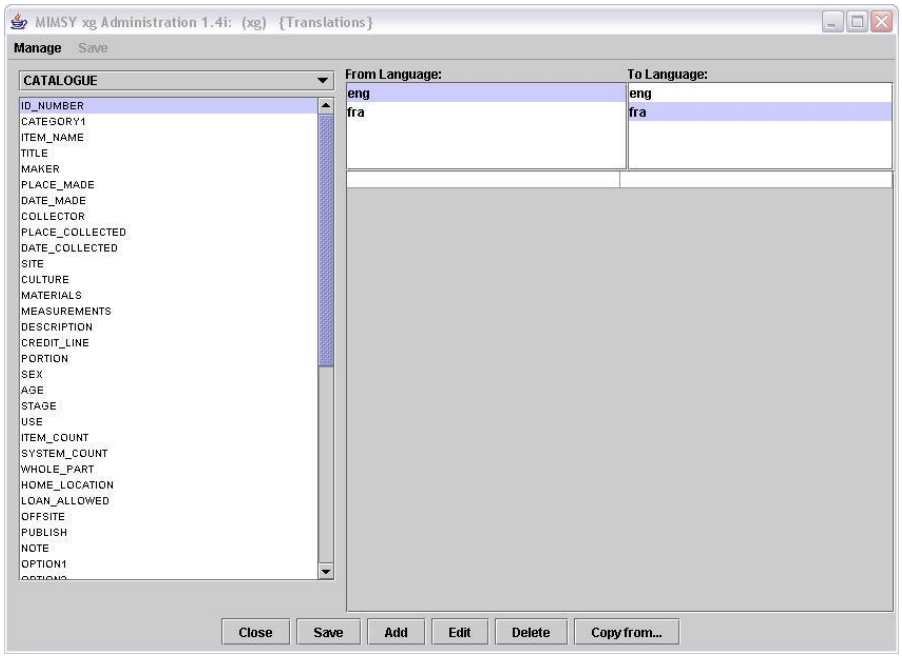
- Mimsy XG copies the record.
- The new language record appears onscreen. Edit as needed. NOTE: the tags do not change. Mimsy XG assumes that the cataloguer wishes to see the field tags in his / her primary language. To display the data with the other language tags, switch to a View that uses that language.
- To return to the original record, open the Other folder in the Link Ledger. Open the Language Versions folder. Click on the language of the record.

If Translations (Language Equivalents) have been setup in the System Module, Mimsy XG auto-fills in corresponding fields in the new record. If there are no translations, Mimsy XG copies the existing data from the record in Language A into the corresponding fields in Language B. The theory behind this is that it is much easier to backspace over data in the "wrong" language than to switch back and forth between language versions trying to perform manual translation.

Configure Translations (Language Equivalents)

For sites managing data in multiple languages, auto-translation equivalents may be configured in the Translation portion of the System Module. Language equivalents are pairs of terms that are connected so that when a record is translated into a second language, Mimsy XG can auto-fill certain fields in the new language record based on the fields populated in the existing language record.

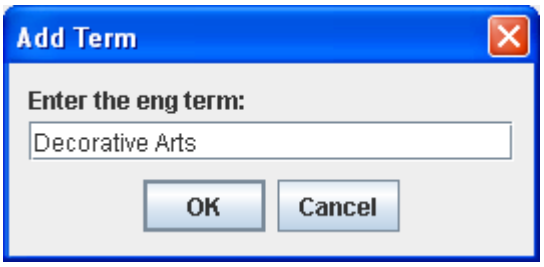
Please note that this type of translations is only in affect at the time of record creation. Adding new language equivalents after records have been added to the system does not go back and fill in existing records.



Translation Window

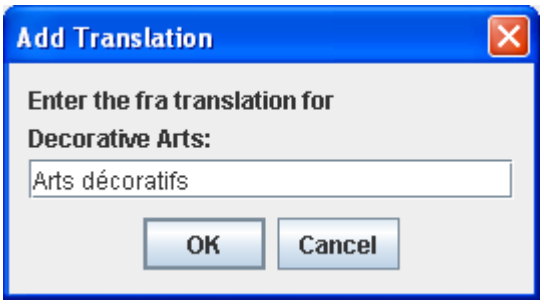
To add a new language pair:

- In the From Language field, click on the language in which the term will be entered.
- In the To Language field, click on the language into which the term will be translated.
- Click the ADD button.
- The Add Term window displays.
- Enter the value.



Add Term Window

- Click OK.
- The Add Translation window displays.
- Enter the corresponding translation.



Translation Window

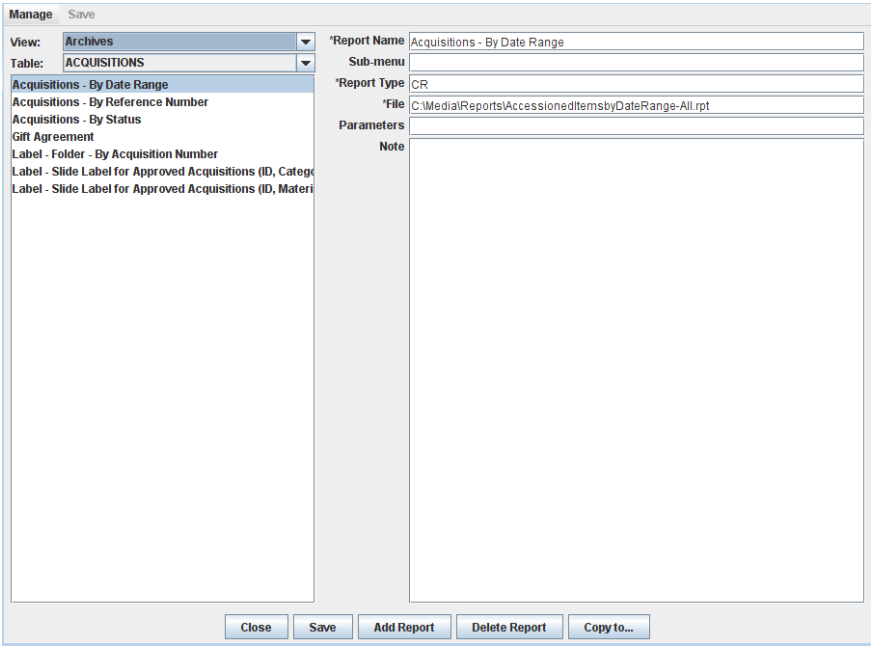
- Click OK.
- Repeat as needed.

Reports

Mimsy XG is designed to automatically load the Crystal Viewer and run reports selected from the Reports Menu. To activate this functionality, you must link reports into the system and configure the pfile to specify where the Crystal Reports Viewer is installed.

To link a report:

- Select Manage, Reports from the menu to open the Report window.



Report Window

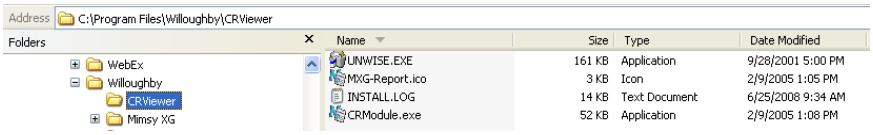
- Click ADD REPORT button to create the new report entry.
- Using the dropdown menus, choose a View and a Module where the report will be accessible.
- In the Report Name field, enter the report name that should appear in XG's Reports menu. This entry may have spaces.
- Reports may be organized into "folders" accessed from the Reports menu. EXAMPLE: exhibition labels, specimen labels, folder labels, etc. If you want to organize reports in this manner, enter the folder (submenu) where the report will be accessed in the Submenu field. Leave the field empty if all reports should be accessed from the root Report menu.
- In the Report Type field, enter the code that matches your pfile.txt entry for Crystal Reports. This is usually CR or RPT. NOTE: The Report Type value must correspond to an entry in the PFILE. EXAMPLE: in the PFILE, most sites have an entry for CR= CR=C:\Program Files\Willoughby\CRViewer\CRModule.exe <filename> xg REPORT REPORT. This means the report will open in MXG using the Crystal Runtime Viewer. If the Report Type has no matching entry, then the machine uses the executable associated with the file extension.
- In the File field, press F9 to open a File browser window. Navigate to the report.
- If you wish, you may add a sub-menu. If you do, the report (and all others with this sub-menu) will appear beneath the submenu term.
- Press the save button and exit the Admin Module.

To delete a report:

- Using the dropdown menus, choose the View and a Module where the report is currently active.
- In the left column, click the Report Name to be deleted.
- Click the DELETE REPORT button.
- To copy a report:
- Highlight the report to copy.
- Click COPY TO…
- Select the view(s) to which you wish to copy the document.
- Click OK.
- Click SAVE.

To configure the pfile to run reports using the Crystal Reports OracleIC Viewer:

- Open the pfile. It is typically on the server in the XGAPP folder.
- Look for the line which reads: CR=C:\Program Files\Willoughby\CRViewer\CRModule.exe <filename> xg <USERNAME> <PWORD>. CR is the value that corresponds to entry in the Report Type field in System Module.
- C:\Program Files\Willoughby\CRViewer\CRModule.exe is the path on the local workstation where the Crystal Viewer is installed. Modify this line if necessary.



Path to Crystal Viewer

- The remaining portion of the statement is the parameter with the actual report filename (passed automatically between Mimsy XG when a report is selected from the Report Menu, the database name, and user logon information. For more information on configuring reports, please refer to the Mimsy XG User Manual.

<filename> xg <USERNAME> <PWORD>

Report Name from File Field DB Name MXG logon MXG password

HINT: many sites create a viewall user named Report with a password of Report. With this configuration, the system will always open the viewer with a generic logon and users will be able to easily access reports.

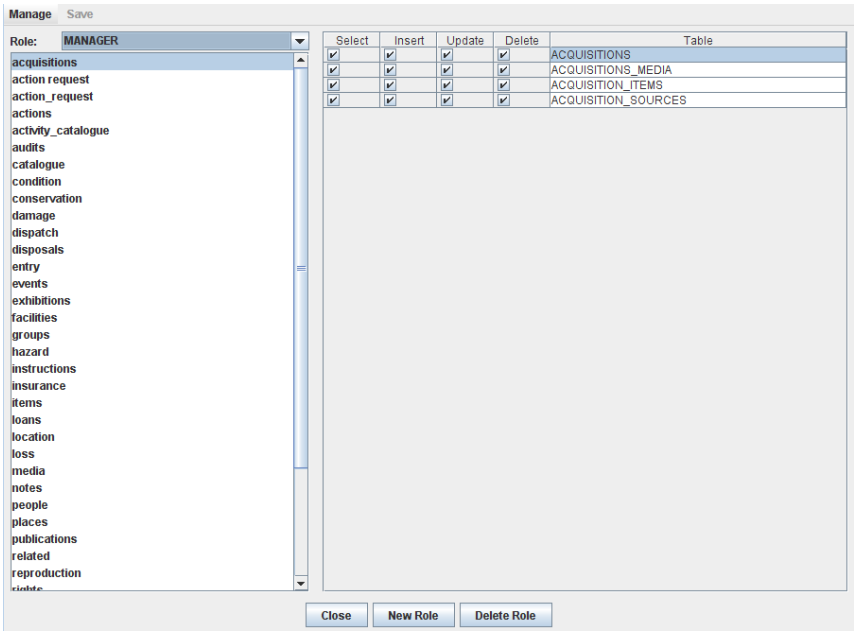
To configure the pfile to run reports using the Crystal Reports Java Viewer:

- Open the pfile. It is typically on the server in the XGAPP folder.

- Look for the line which reads: CR=C:\Program Files\Java\jre1.6.0_07\bin\java.exe -client -cp M:\crviewer.jar;M:\ojdbc14.jar;M:\crsupport\lib* CRLoad -file <filename> -pfile M:\pfile.txt -db xg -username <username> -pwd <password>
- CR is the value that corresponds to entry in the Report Type field in System Module.
- "C:\Program Files\Java\jre1.6.0_07\bin\java.exe" is the version and location of Java on the local workstation. Modify this line if necessary.
- M:\crviewer.jar;M:\ojdbc14.jar;M:\crsupport\lib* CRLoad is the location of the crsupport folder and crviewer.jar file.
- -file <filename> substitutes the filename when the report viewer is called.
- -pfile M:\pfile.txt is the location of the pfile.
- The remaining portion of the statement is the database name and user logon information. -db xg -username <username> -pwd <password>
- Many sites create a viewall user named Report with a password of Report. With this configuration, the system will always open the viewer with a generic logon and users will be able to easily access reports.

Role Setup

There are 4 standard record editing roles at the time of installation. They are Manager, StaffPlus, Staff, and Viewall. The privileges assigned to these roles are specified in the Role Setup.



Role Setup

The dropdown list in the upper left corner displays the Record Editing Role.

The pane of the left displays the Module or utility name.

The pane on the right displays all of the parent and child tables displayed in the selected Module or utility. For example, clicking on Exhibitions in the left panel automatically updates the table names in the right panel to reflect the tables used in the Exhibition Activity.

Role Rights

Each of the four standard Record Editing Roles (Manager, StaffPlus, Staff, and Viewall) are created by granting up to four rights to each table in the system. The four types of rights are as follows:

Select
Select privileges allow a Record Editing Role to view the data in a table.

Insert
Insert privileges allow a Record Editing Role to add a new record to a table.

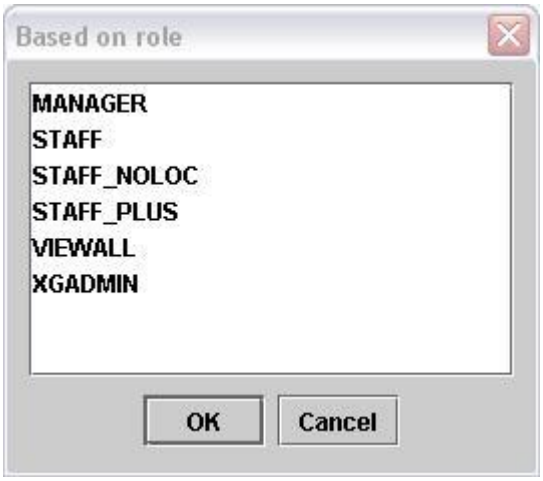
Update
Update privileges allow a Record Editing Role to modify a field in a table (but they cannot create new parent or child records).

Delete
Delete privileges allow a Record Editing Role to remove a record in a table.

New Roles

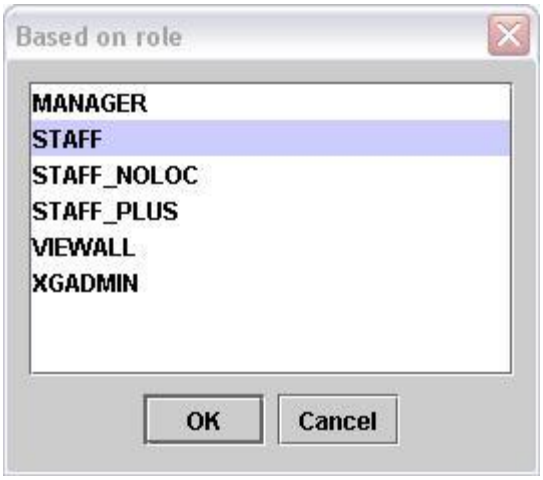
To create a custom Record Editing Role

- Click NEW ROLE
- The Model Role window displays.



Role Window

- Select the role that is closest to the one that you wish to create. For example, if you want to create a Record Editing Role that can select, insert, and update Object Authority and Exhibition Activity records, you would choose STAFF from the list.



Staff Role Selected as Model

- Click OK.
- The Role Name window displays.
- Enter a Name for the new role.



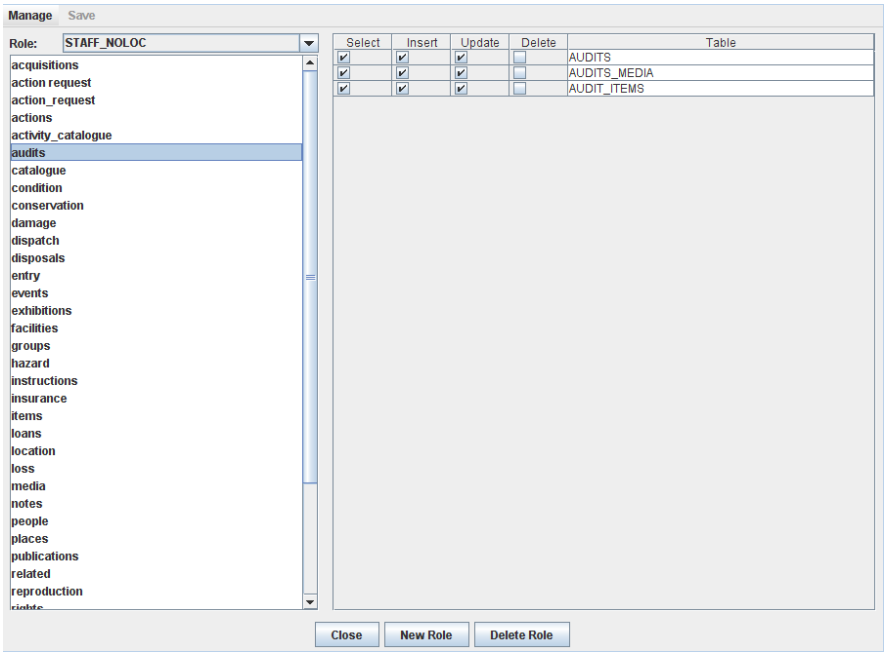
Name New Role

- Click OK.
- The new Role displays in the dropdown list.



New Role

- Click on the Module or utility name with the privileges that need to be added or revoked. For example, a custom role that has select, insert, and update for the Object Authority and the Exhibition Activity needs to have privileges for the Audit Activity modified.



List of Privileges

- Check or uncheck the necessary table privileges.

Select	Insert	Update	Delete	Table
✔	✔	✔		AUDITS
✔	✔	✔		AUDITS_MEDIA
✔	✔	✔		AUDIT_ITEMS

Privileges Granted to Role

Select	Insert	Update	Delete	Table
				AUDITS
				AUDITS_MEDIA
				AUDIT_ITEMS

Privileges Revoked From Role

- Continue modifying privileges as needed.

Delete a Role

ALERT: we strongly recommend that you only delete custom roles that you have made. Please do NOT delete the four standard roles (Manager, Staff, StaffPlus, and Viewall).

To delete a role:

- Change the dropdown list to reflect the name of the custom role.



New Role

- Click DELETE ROLE.

- A prompt displays confirming that you wish to delete the role.
- Click YES to continue the deletion OR click NO to cancel the action.

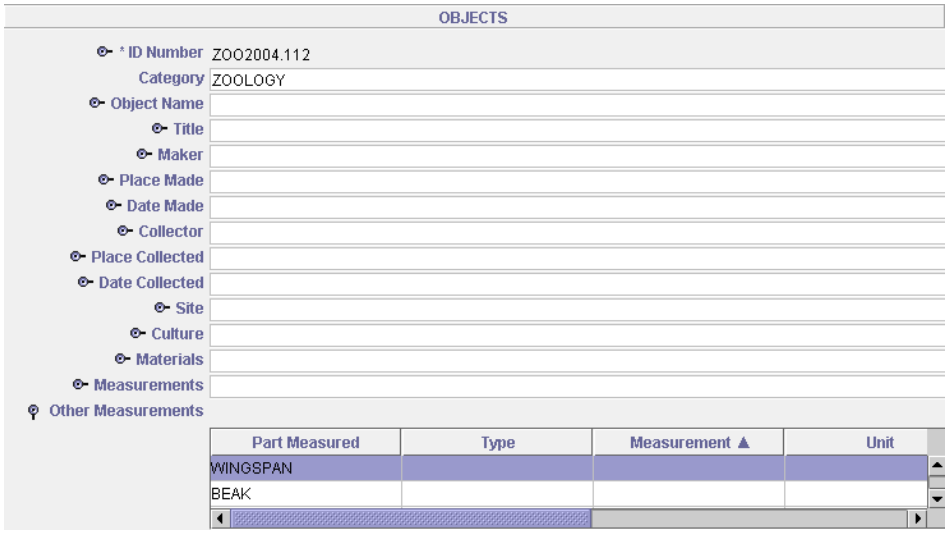
Search Support

This section was added to the System Module in version 1.4 in order to help us customize table joins depending on how various sites had populated their databases. Please do *not* edit this section unless directed by the Help Desk.

Row Defaults

Row defaults are used to automatically create new child records when a new parent record is added. In order for Row Defaults to be activated, one field in the parent section is identified as the "trigger" field. When a certain value is entered into the field, the new child records are added. This process only happens when a new parent record is initially created; it does not happen upon update.

For example, imagine that the Zoology department enters "ZOOLOGY" in the Category field for all of their Object Authority records. They also manage measurements for wingspan, carapace, and beak in the Other Measurements fields. The view for this department may be configured so that when a new Object Authority record is created and the Category is set to "ZOOLOGY," three new Other Measurements are automatically added – one for wingspan, one for carapace, and one for beak.



Example of Row Default Using Category and Other Measurements

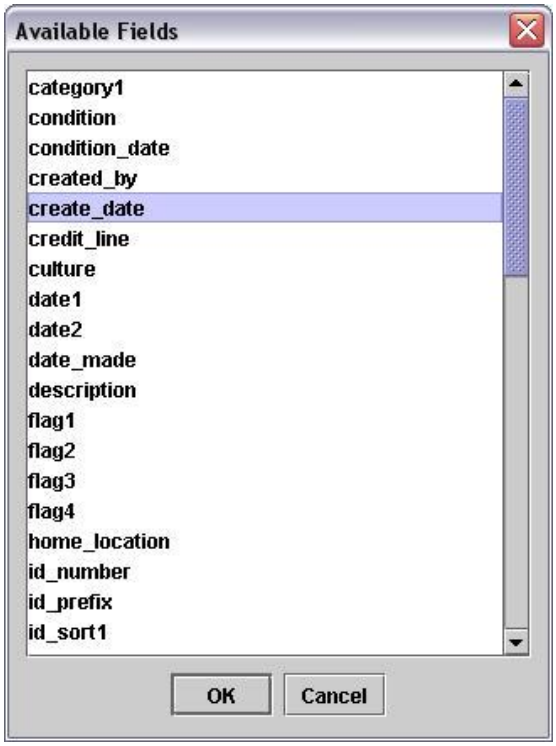
To create a Row Default:

- Click ADD.
- Use the Parent Table dropdown list to select the table where the new record is added.



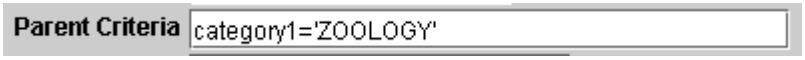
Parent Table

- Click or TAB into the Parent Criteria field.
- Press F9 for a list of fields in the Parent table.



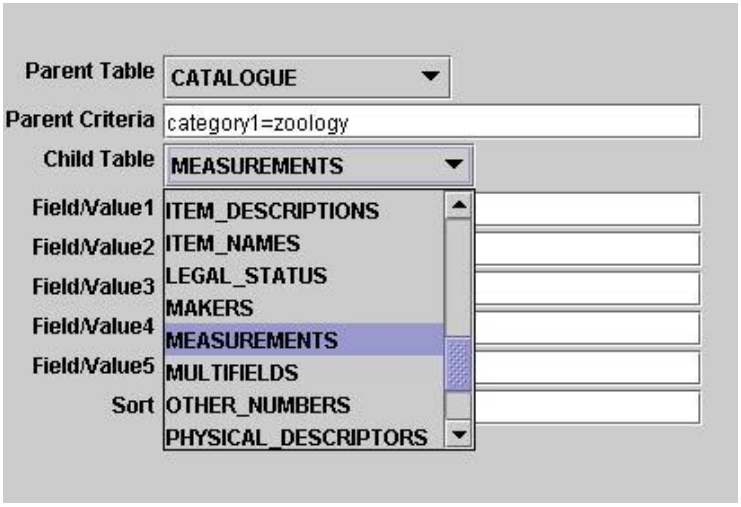
Parent Fields

- Select a field by clicking on it.
- Click OK.
- The field name and an equal sign are automatically entered into the Parent Criteria field.
- Using single quotes, add the value that will be entered into the Parent record that will trigger the creation of the child records.



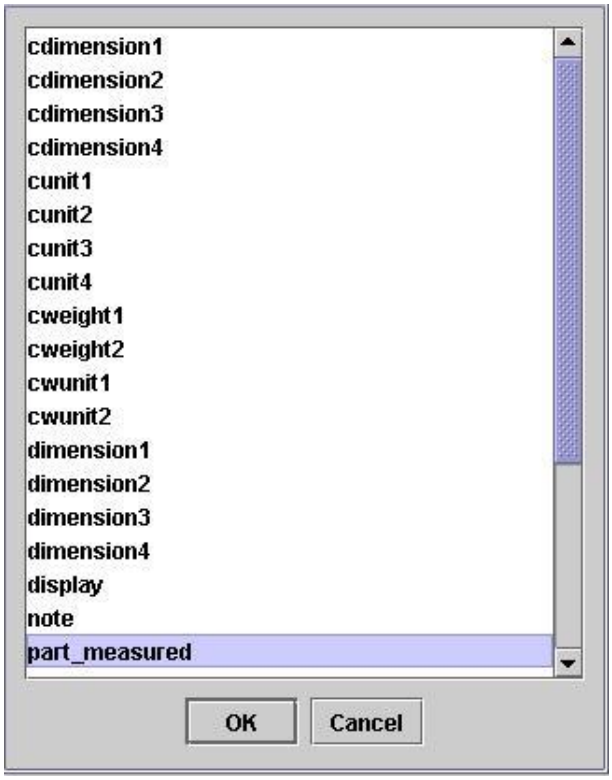
Parent Record Criteria

- Click or TAB into the child table dropdown list.



Select Child Table

- Click or TAB into the Field/Value1 field.
- Press F9 for a list of fields in the child table.
- Select the field to be entered into the new child record.



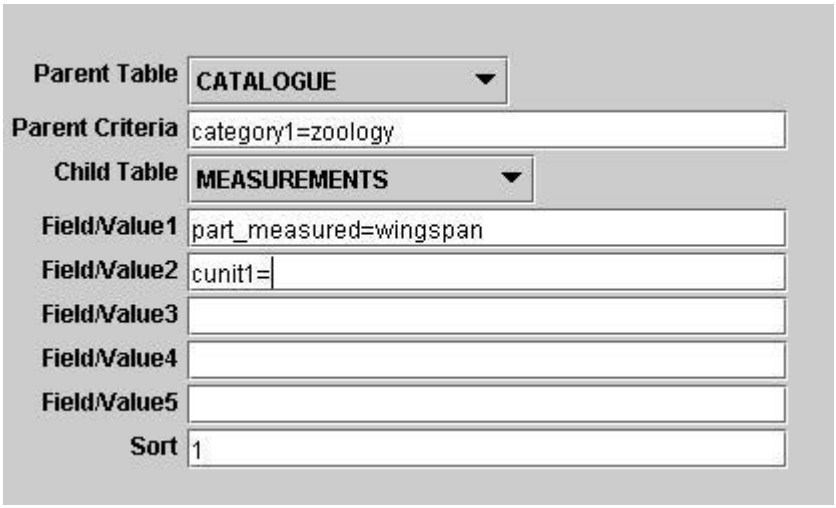
Child Fields

- Mimsy XG fills in the field name and an equal sign.
- Add the value to be entered into the new field.



Child Field to Be Entered

- Repeat for up to 5 fields in the child record. For example, if wingspan is always measured in centimeters, the Row Default would be entered as below:



Row Default with 2 Child Fields



Child Record with Row Default with 2 Child Fields

To copy Row Defaults to Another Table:

- Highlight the Default to copy.
- Click COPY Select the view(s) to which you wish to copy the document.
- Click OK.
- Click SAVE.

MultiFields

Multifields allow you to add an unlimited number of fields to Mimsy XG. They are specifically designed for Row Defaults that are not necessarily related to an Anchor field and should therefore be managed in a separate section of the form. An example of MultiFields for Numismatics are the Obverse and Reverse of a coin. For Visual Works, the orientation of a portrait may be managed as a multifield.

When configuring a Multifield, you must enter the Descriptor (Field Name) and Default Term Value (Term).

To create a Multifield:

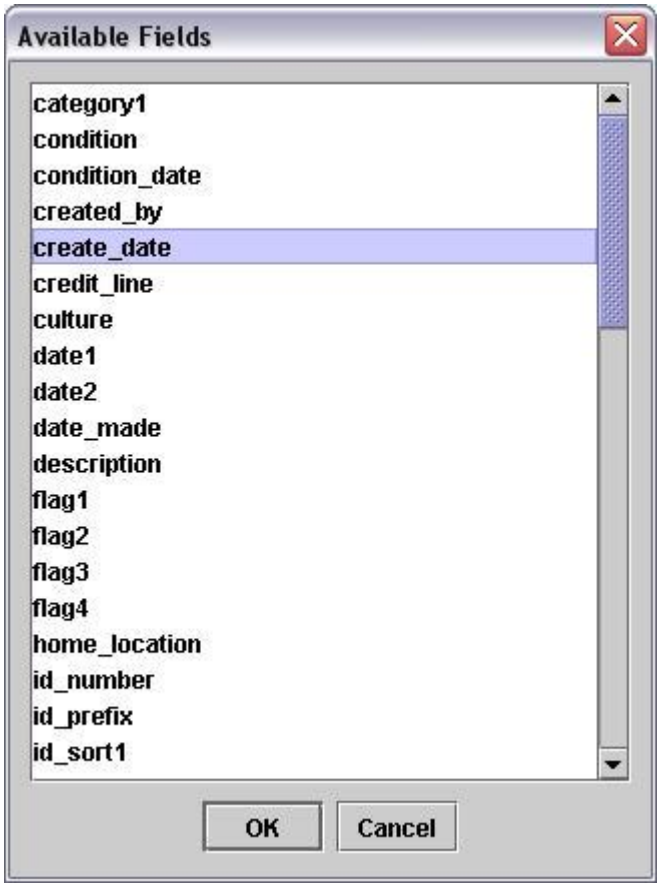
- Click ADD.

- Use the Parent Table dropdown list to select the table where the new record is added.



Parent Table

- Click or TAB into the Parent Criteria field.
- Press F9 for a list of fields in the Parent table.



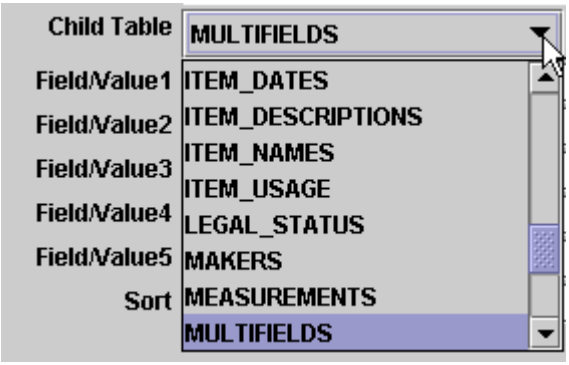
Parent Fields

- Select a field by clicking on it.
- Click OK.
- The field name and an equal sign are automatically entered into the Parent Criteria field.
- Using single quotes, add the value that will be entered into the Parent record that will trigger the creation of the Multifield.



Parent Record Criteria

- Click or TAB into the child table dropdown list and select Multifields.



Select Multifields Child Table

- Click or TAB into the Field/Value1 field.
- Press F9 for a list of fields in the child table.
- Select Descriptor. The Descriptor entry serves as the name of the new field. Mimsy XG fills in the field name and an equal sign. Add the value to be entered into the new field.



Descriptor For Multifield

- Click or TAB into the Field/Value2 field.
- Press F9 for a list of fields in the child table.
- Select Term. The Term entry is used as the default value for the Multifield. If there is no standard default, we recommend using a phrase such as "not recorded."



Default Term for Multifield

Security

There are several levels of security that can be applied in Mimsy XG, which are controlled by many different sections of the program. If you do not see a security option that meets your needs, please contact the Help Desk at support@selagodesign.com. We would be happy to assist you in determining how to implement a security strategy for your institution.

Restrict Users From Viewing Modules

Views and / or custom roles may be used to restrict users from moving to modules with sensitive information. For example, you may wish to restrict most users from accessing the Value Activity.

If the access is restricted for a given Record Editing Role (Manager, Staff, StaffPlus, or Viewall), it may be most efficient to remove the restricted fields from the View.

To entirely remove a table from a View, so that no users in the View may see it:

- Select Manage, View Properties.
- Select the View Name where the module will be restricted.
- Select the table name that will be restricted (i.e. VALUATION).
- Uncheck all of the fields.

To leave the table in the View, but remove it from some user's sight, remove it from the Role. To do so:

- Select Manage, Role Setup.
- Click on the Module where access is restricted.
- If checked, uncheck the flags for all related tables.

If only some logons using an Role are restricted from seeing fields, it is typically easiest to create a custom view. Only those who have access to the View will see the fields. To do so:

- Log into the System Module.
- Select Manage, View Setup from the menu.
- Click the NEW VIEW button.
- A list of existing views displays.
- Select a model view. The view you pick as a model determines the Help Messages, Hint Text, Pop-Up Lists, Field Tags, and Field Display order that will be used to create the basis of your new view.
- Click OK.
- The Name View window displays.
- Enter a name for the new view.
- Click OK.
- A window displays with a list of all Activities and Authorities. Check or uncheck any modules that should be included in the new view.
- Click OK.
- The new view is created. NOTE: this process may take a few minutes.
- Click SAVE.

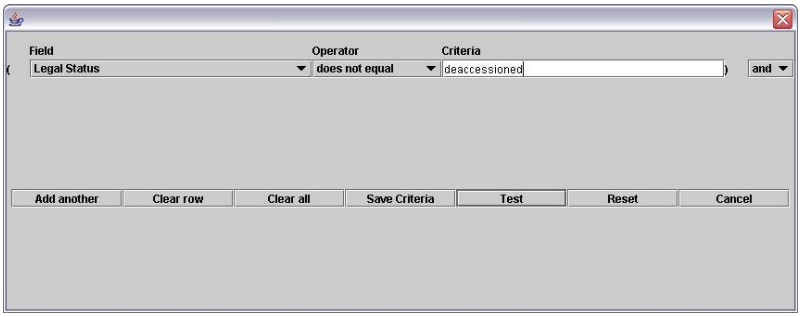
To add or remove access to modules from an existing view:

- Select Manage, View Properties.
- Select your view.
- Select the Parent table for the Module where access is restricted.
- Check or uncheck all flags.

Restrict Users From Viewing Records

To restrict users from seeing certain records, you may filter them out of the users' View. Adjust the Default Query filter in the Table Properties section of the System Module for that view. When active, the Default Query filter excludes any records that do NOT meet the search criteria.

EXAMPLE: prevent users from viewing Object Authority records where the Legal Status is Deaccessioned.



Filter Out Deaccessioned Objects

Restrict Editing of Groups of Records

Manager Level Users may restrict editing rights to highly sensitive records in the database on a record-by-record basis using Security Groups. Once a Security Group is created, any user granted access to the group may edit the records in that Group. Users who are not granted access may view the records, but are not allowed to update them.

To Create a Security Group:

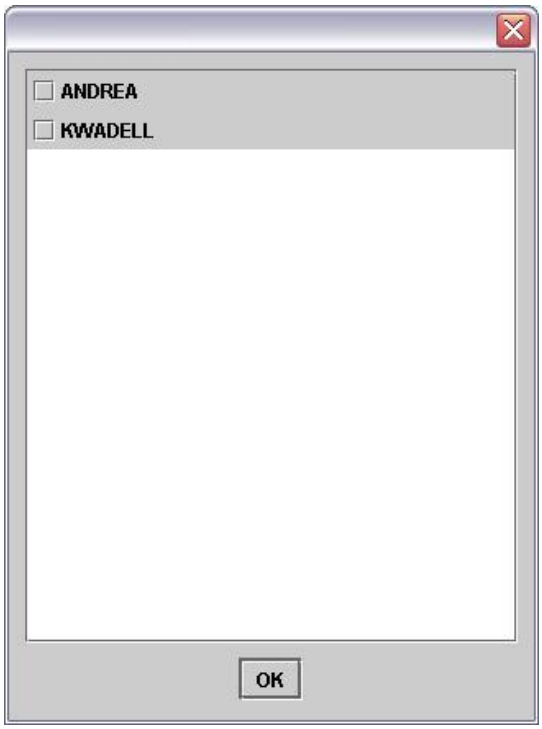
- Log in to the main Mimsy XG forms.
- Create a group of records of the records that the user will be able to access *or* open an existing group.
- Select Tools, Record Level Security.
- The Security Group Manager Opens.
- Click the Create a Group folder.
- The Group Name window displays.



Group Name

- Name the Group.

- Click OK.
- The user logon window displays.



User Logons

- If a user should be allowed to edit the records, check the flag field beside their logon. If the flag field is not checked, the user will be able to see the records, but have no ability to update the records.
- Click OK.
- Click on a record in the Group Members section (the grid). NOTE: you may select multiple records at a time by holding the SHIFT key as you select the records.
- Hold the left-mouse button down.
- Drag the record to the correct group folder.
- Release the mouse button.
- Click OK.

To delete a Security Group:

- Select Tools, Security Groups.
- Click on the Group Name.
- Press SHIFT+F6.

To modify the users allowed to edit the records in the Security Group:

- Select Tools, Record Level Security.
- The Security Group Manager Opens.
- Click the lever to the left of the Security Group folder.
- A list of Security Groups displays.
- Double-click on the Group for which you will modify user access.
- Click the Edit Member List button.
- Check or Uncheck the flag fields beside the user logons to grant or revoke access.

To revoke the ability to for Manager level users to create Security Groups:

Manager level users are the only users who may create Security Groups. Since we do not recommend modifying the 4 roles that are installed with the default system (MANAGER, STAFF, STAFF_PLUS, and VIEWALL), we suggest that you create a new Manager type role in the System Module, revoke the rights to create Security Groups from the new role, then grant the modified role to the appropriate users.

- Click NEW ROLE
- The Model Role window displays.
- Select MANAGER.
- Click OK.
- The Role Name window displays.
- Enter a Name for the new role.
- Click OK.
- The new Role displays in the dropdown list.
- Exit the System Module.
- Log into SQL Plus as XGVIEWS.
- Enter the following statements.

revoke insert, update, delete on v$sys_groups from < new user role >;
revoke insert, update, delete on v$sys_group_records from < new user role >;
revoke insert, update, delete on v$sys_group_users from <new user role>;

Restrict Users From Viewing Fields

Views may be used to restrict users from seeing a specific field by removing it from the View. For example, you may wish prevent some users from seeing the Note field in the Object Authority.

To remove a field from a View:

- Select Manage, View Properties.
- Select the View Name where the module will be restricted.

- Select the table name that will be restricted (i.e. CATALOGUE).
- Click on the field to be hidden.
- Uncheck the flag to the left of the field name.

Restrict Users From Editing Records

There may be cases where a user is permitted to view all records, but only perform updates on a certain subset of those records. To restrict a user's editing rights to a pre-determined record group, use the Restrictions functionality in the Users section of the System Module. For detailed instructions on adding Restrictions for a logon, refer to the *Restrictions* section of this chapter.

To restrict editing privileges:

- Select Manage, Users from the menu.
- Click the User Logon in the right panel.
- Click the NEW RESTRICT button.
- A list of parent tables displays.
- Select the table that controls the restriction.
- Click OK.
- The Field restriction box displays.
- Enter the field name with an equal sign with the values the user is permitted to edit. Multiple values are separated with a semicolon space.
- Click OK.
- The restriction displays in the Restriction section.

Restrict Users From Editing Specific Fields

Views and / or custom roles may be used to restrict users from editing individual fields in a record. For example, you may wish to restrict users from modifying data in the Credit Line field in the Object Authority.

If everyone using a View will have the same restrictions, use the View to set this up:

- Select Manage, View Properties.
- Select the View Name where the module will be restricted.
- Select the table name that will be restricted (i.e. CATALOGUE).
- Click on the field to be made read-only (cannot be edited).
- Uncheck the Allow Edit flag in the right panel where the field properties are listed.

Common System Module Questions

Configuring Reproduction Fees

Define Item Fees:

The fees table in the child section is triggered by values entered in the Reproduction_Items Format field.

- Select Manage, View Properties.
- Select the View.
- Select Reproduction_Items.
- In the left panel, click FORMAT.
- Click the Pop-Up List radio button.
- In the Pop-Up List values, enter the available order formats (JPG, 35 mm slide, 8 x 10 black and white photo)
- Click save.
- Change the form from Reproduction_Items to Reproduction_Item_Fees
- Click the Pop-Up List radio button.
- There is a drop-down list above below the radio buttons and above the Pop-Up List entry list. Use this dropdown to select the format for which you are configuring fees.
- Once the Format is selected, add the individual fees associated with that format.
- The next time you log into Mimsy XG and create a Reproduction Request and enter the format requested, the fees listed will automatically be inserted in the Reproduction_Item_Fees table.

Define Overall Fees:

The fees table in the parent section is triggered by values entered in the Reproduction_Fees Activity field.

- Select Manage, View Properties.
- Select the View.
- Select Reproduction_Fees.
- In the left panel, click ACTIVITY.
- Click the Pop-Up List radio button.
- In the Pop-Up List values, enter the available activities (rush fee, postage fee, new photography fee, etc.)
- Click save.
- Click the Pop-Up List radio button.
- There is a drop-down list above below the radio buttons and above the Pop-Up List entry list. Use this dropdown to select the Activityfor which you are configuring fees.

- Once the Activity is selected, add the individual fees associated with that action.

The next time you log into Mimsy XG and create a Reproduction Request and select and Activity, the fees listed will automatically be inserted in the Reproduction_Fees table.

Configuring List Validation and Prior Check

Fields with static lists (item name, etc):
Create Child, suppress prior check:

- Create Child checked
- Validate Value unchecked

Create Child, include prior check:

- Create Child checked
- Validate Value checked
- Special Validator = VALIDATE

Create Child with list validation, suppress prior check

- Create Child checked
- Validate Value checked
- Special Validator = VALIDATE <NO PRIOR CHECK>
- List Name filled in

Create Child with list validation, include prior check:

- Create Child checked
- Validate Value checked
- Special Validator blank
- List Name filled in

Fields with dynamic lists (maker, etc):
Create Child, suppress prior check, validate name:

- Create Child checked
- Validate Value checked
- Special Validator = PEOPLE <MAKER; NO PRIOR CHECK>

Create Child, include prior check, validate name:

- Create Child checked
- Validate Value checked
- Special Validator = PEOPLE <MAKER>

Configuring Sequential Number Formats

System Administrators may assign numbers in a sequential order as records are created, or enable users to "request" the next number. Most sequentially assigned numbers are created using the following model : FUNCTION.NEXT NUMBER <PREFIX.2008./(2)./(3)./(4)>

FUNCTION.NEXT NUMBER is the call to the program that specifies that the next increment in the sequence will be needed. The actual number configuration is enclosed in brackets <>. The example above creates a number with a prefix with a dot with the current year with a dot with a sequential number. The /(2) is the portion of the algorithm that adds the first increment in the sequence. The /(3) and /(4) portions of the algorithm are typically only used for Item Entry when the system assigns numbers that all share a "root" and must be incremented after the common portion of the sequence. For example, if an Entry Record has a receipt of 2006.11, then the numbers are sequentially assigned in the format of 2006.11.1, 2006.11.2, and so on.

Examples

Create a sequential number that begins with L and has an incremental number after it (L1, L2, L3, etc): FUNCTION.NEXT NUMBER <L/(1)>

Create a sequential number that begins with a 4-digit year, a hyphen, an incrementing number, a dot and a part (2009-15.a, 2009-15.b, 2009-16, etc): FUNCTION NEXT NUMBER <2009-/(2)./(3)>

Create a sequential number that begins with an incrementing number, followed by a fixed value (1-2009, 2-2009, 3-2009, etc): FUNCTION.NEXT NUMBER </(1)-2009>

Sharing Sequences

- It is possible to share the same sequence of numbers across multiple modules. In these cases, the Format Model is as follows:
- FUNCTION.NEXT NUMBER USING TABLE.FIELD <PREFIX.2008./(2)./(3)./(4)> where TABLE is the name of module which controls the numbering and FIELD is the column that contains the number.
- For example, many sites wish to use the Receipt Number in Item Entry as the Reference Number in Acquisitions.
- To configure 2 Activities to share the same sequence
- Select Manage, View Properties.
- Select the View Name.
- Select the Table which will be the source of the number (EXAMPLE: ENTRY)
- In the left pane, click on the field where the number will be assigned (EXAMPLE: RECEIPT_NUMBER).
- In the right pane, click in the Default Value field.
- Enter FUNCTION.NEXT NUMBER <PREFIX.2008./(2)./(3)./(4)> (or whatever format you prefer.
- Select the table that will share the numbering sequence (EXAMPLE: QUICK_ADD_ACQUISITIONS).

- In the left pane, click on the field where the number will be assigned (EXAMPLE: REF_NUMBER).
- In the right pane, click in the Default Value field.
- Enter FUNCTION.NEXT NUMBER USING ENTRY.RECEIPT_NUMBER <PREFIX.2008./(2)./(3)./(4)> (or whatever format you prefer).

Zero-Filling Sequences

- If needed, you may zero fill one portion of an auto-assigned number.
- EXAMPLE: for Number 001.2009, set the Default Value for to FUNCTION.NEXT NUMBER </(<LPAD(1, 3, '0')>).2009>.
- EXAMPLE: for Number WAL.001.2009, set the Default Value for to FUNCTION.NEXT NUMBER <WAL./(<LPAD(1, 3, '0')>).2009>.

The command model is lpad(position, number to pad, pad character). The above mask means: pad the 1st position up to 3 spaces with a '0' character. There should only be 1 LPAD command per format mask, because only 1 position is ever incremented.

To automatically assign a sequential number when a record is created:

- Select Manage, View Properties.
- Select the View Name.
- Select the Table.
- In the left pane, click on the field where the number will be assigned (for the Catalogue, it might be ID_NUMBER).
- In the right pane, click in the Default Value field.
- Enter FUNCTION.NEXT NUMBER <PREFIX.2008./(2)./(3)./(4)> (or whatever format you prefer.

Configuring Measurements

The format of the measurement string and which measurements are used to build the string are defined in the System Module. First identify the format of the Measurement string, then specify which measurements will be used to create the value.

To adjust the format of the Measurement String:

- Select Manage, Text.
- Click the Values radio button.
- In the left pane, click MEASURE DISPLAY FORMAT.
- Modify the existing string. EXAMPLE: <part_measured>: <dimension1> <unit1> x <dimension2> <unit2> x <dimension3> <unit3>; <cdimension1> <cunit1> x <cdimension2> <cunit2> x <cdimension3> <cunit3> builds a string with the Part Measured value and measured and converted measurements. Changing the value to <part_measured>: <dimension1> <unit1> x <dimension2> <unit2> x <dimension3> <unit3> would create a string with only one set of measurements.

There are three ways to specify which records in the Measurements table will be copied to the Measurements field in the Object Authority: by closed list, by part_measured, by step.

Create Measurements Using Alphabetical Order
Mimsy XG can create a Measurements string using all of the records entered in the Measurement table and order that string alphabetically based on the Part Measured values.

To create a Measurements string of Part Measured values in alphabetical order:

- Select Manage, Table Properties.
- In the left pane, click Measurements.
- Set the Validator field to display measurements[ALL BY PART_MEASURED]

The display measurements [ALL BY PART_MEASURED] Table Properties Validator configuration creates a measurement string in conjunction with the DISPLAY_MEASUREMENTS_STRIP_LIST System Setting. If a Part Measured value does *not* occur in the DISPLAY_MEASUREMENTS_STRIP_LIST System Setting, then all Part Measured values are concatenated in alphabetical order and entered into the Measurements Anchor field.

Create Measurements Using Step Order
Mimsy XG can create a Measurements string using all of the records entered in the Measurement table and order that string based on the Step field.

To create a Measurements string of Part Measured values in "step" order:

- Select Manage, Table Properties.
- In the left pane, click Measurements.
- Set the Validator field to display measurements[ALL BY STEP]

The display measurements [ALL BY STEP] Table Properties Validator configuration creates a measurement string in conjunction with the DISPLAY_MEASUREMENTS_STRIP_LIST System Setting. If a Part Measured value does *not* occur in the DISPLAY_MEASUREMENTS_STRIP_LIST System Setting, then all Part Measured values are concatenated according to the Step field and entered into the Measurements Anchor field.

Create Measurements using a Closed List
A Closed List of Part Measured values may be used to create a Measurements string. A closed list identifies specific Part Measured values to be used to create the Measurements string, the number of times the part measured value will appear in the string, and the order in which the values will be concatenated.

- Select Manage, Table Properties.
- In the left pane, click Measurements.
- The Validator field contains the string of values that will trigger an update of the Measurement string. EXAMPLE: display measurements [\(overall);\(sheet);\(framed)] builds a string if the Part Measured value = overall or sheet or framed. If you wanted to include image measurements, update the string

to [\(overall);\(sheet);\(framed);\(image)]. If there were multiple sheet values expected, update the string to [\(overall);\(sheet);\(sheet);\(framed);\(image)].

Configuring Materials

Mimsy XG can create a Materials string using all of the records entered in the Physical Descriptors table and order that string in one of three formats: in alphabetical order, in "step" order, or using a closed list of Descriptor values.

Create Materials String in Alphabetical Order

To create a Materials string of Descriptor values in alphabetical order:

- Select Manage, Table Properties.
- In the left pane, click Physical_Descriptors.
- Set the Validator field to display materials flat [ALL BY DESCRIPTOR]

The display materials flat [ALL BY DESCRIPTOR] Table Properties Validator configuration creates a Materials string in conjunction with the DISPLAY_MATERIALS_STRIP_LIST System Setting. If a Descriptor value does *not* occur in the DISPLAY_MATERIALS_STRIP_LIST System Setting, then the Term fields for all Descriptor values are concatenated in alphabetical order and entered into the Materials Anchor field.

Create Materials String in Step Order

To create a Materials string of Descriptor values according to the value in the Step field:

- Select Manage, Table Properties.
- In the left pane, click Physical_Descriptors.
- Set the Validator field to display materials flat [ALL BY STEP]

The display materials flat [ALL BY STEP] Table Properties Validator configuration creates a Materials string in conjunction with the DISPLAY_MATERIALS_STRIP_LIST System Setting. If a Descriptor value does *not* occur in the DISPLAY_MATERIALS_STRIP_LIST System Setting, then the Term fields for all Descriptor values are concatenated based on the value in the Step field and entered into the Materials Anchor field.

Create Materials String using a Closed List

A Closed List of Descriptors may be used to create a Materials string. A Closed List identifies specific Descriptor values to be used, the number of times the a Descriptor value appears in the string, and the order in which the Descriptor values will be concatenated.

- Select Manage, Table Properties.
- In the left pane, click PHYSICAL_DESCRIPTORS.
- The Validator field contains the string of values that will trigger an update of the Materials string. EXAMPLE: display materials flat [\(material);\(technique);\(support)] builds a string if the Descriptor value = material or technique or support. If there were two material values expected, update the string to [\(material); \(material);\(technique);\(support)].

Configuring Email

To configure the email feature in the Media Viewer and Action Manager:

- Open the pfile.txt. This file is typically in the XGApp\Willoughby folder on the server. If you have a local machine, it will be on your workstation.
- Find the following lines (if they are not there, type them in). EXAMPLE:

  MAIL_SERVER= <address of SMTP server>
  MAIL_USE_AUTH=true
  MAIL_USE_SSL=false
  MAIL_PORT=25

- Enter the proper address of the SMTP server.
- MAIL_USE_AUTH should be set to "true" only if the SMTP server requires the mail client to authenticate before sending a message. Many in-house servers do not require authentication
- MAIL_USE_SSL should be set to “true” only if the SMTP server uses encryption. It can be removed if encryption is not used.
- MAIL_PORT allows the use of a different port should that be the case at your institution.
- Save.

To configure which types of media appear in the Media Browser:

- Select Manage, View Setup.
- Select the appropriate view from the dropdown list.
- Place checks next to the boxes for IMAGES IN BROWSER?, AUDIO IN BROWSER?, DOCS IN BROWSER? and VIDEO IN BROWSER?. If a setting is checked, then that type of media (images, audio, documents, or video) will appear in the browser.
- Click SAVE.

Other Email Considerations

Below are some additional factors you may wish to review with the IT Department as you configure your email.

- Your IT department may also need to configure their mail system to accept outgoing mail FROM your Mimsy XG server. No incoming (POP or IMAP) mail functionality is currently required for Mimsy XG.

Note courtesy of the University of Birmingham: Anti-virus software these days is configured to prevent mass mailing worms from sending out mail on port 25. You may have to explicitly permit traffic on this port but only for the specific application rather than just switching this functionality off. On a PC in particular (as opposed to a server) this is a sensible default to set but it is what is stopping Mimsy and Möbius sending out mail. Whichever anti-virus product you use, there will be a similar setting somewhere. You may wish to set the anti-virus software up on the client PC to exclude javaw.exe from the port blocking and on the server exclude both apache.exe and javaw.exe from the port blocking.

Configuring the Media Viewer

To configure the fields displayed in the Media Viewer:

- Select Manage, View Properties.
- Select the appropriate view from the dropdown list.
- Select the CATALOGUE table (or the parent table for the Authority where the Browser will be adjusted).
- In the left panel, click on the field to be displayed.
- In the right panel, check the Info Field flag.
- Press the SAVE button.

NOTE: Up to 6 Authority fields for each parent table may be selected for the Image Details.

To configure the email feature in the Media Viewer:

- Refer to the *Configuring Email* section of this manual.
- Confirm that the user's email address is set in the Users section of the System Module.

To configure which types of media appear in the Media Browser:

- Select Manage, View Setup.
- Select the appropriate view from the dropdown list.
- Place checks next to the boxes for IMAGES IN BROWSER?, AUDIO IN BROWSER?, DOCS IN BROWSER? and VIDEO IN BROWSER?. If a setting is checked, then that type of media (images, audio, documents, or video) will appear in the browser.
- Click SAVE.

Configuring the Dictionary (Spell-check)

To configure the Dictionary:

- In a standard network installation, the xgDict.properties configuration file for the dictionary is copied to XGAPP\Willoughby\SSCE\runtime folder. This file specifies where the actual dictionary data is stored.
- The actual dictionary data files are typically in the XGAPP\Willoughby\SSCE\runtime\lex folder. For US spelling the files are: accent.tlx, correct.tlx, userdic.tlx, ssceam2.tlx, and ssceam.tlx. For British spelling the files are: accent.tlx, correct.tlx, userdic.tlx, sscebr2.tlx and sscebr.tlx. For Canadian spelling the files are: accent.tlx, correct.tlx, userdic.tlx, ssceca2.tlx and ssceca.tlx.
- Open xgDict.properties in Notepad.
- The file will look similar to the one below

```
#Sentry Spelling Checker Engine xg Properties
#Tue Apr 02 13:40:37 EST 2002
REPORT_UNCAPPED_OPT=false
IGNORE_CAPPED_WORD_OPT=false
SPLIT_WORDS_OPT=false
IGNORE_NON_ALPHA_WORD_OPT=true
REPORT_MIXED_CASE_OPT=false
REPORT_DOUBLED_WORD_OPT=true
IGNORE_ALL_CAPS_WORD_OPT=false
ALLOW_ACCENTED_CAPS_OPT=true
MinSuggestDepth=30
SPLIT_HYPHENATED_WORDS_OPT=true
UserLexicon3=T:/Willoughby/SSCE/runtime/lex/accent.tlx,file
UserLexicon2=T:/Willoughby/SSCE/runtime/lex/correct.tlx,file
UserLexicon1=T:/Willoughby/SSCE/runtime/lex/userdic.tlx,fileSuggestions=typographical
IGNORE_MIXED_CASE_OPT=false
STRIP_POSSESSIVES_OPT=true
REPORT_MIXED_DIGITS_OPT=true
SUGGEST_SPLIT_WORDS_OPT=true
IGNORE_DOMAIN_NAMES_OPT=false
IGNORE_MIXED_DIGITS_OPT=false
SPLIT_CONTRACTED_WORDS_OPT=false
Comparator=Typographical
CASE_SENSITIVE_OPT=true
MainLexicon2=T:/Willoughby/SSCE/runtime/lex/ssceam2.clx,file
MainLexicon1=T:/Willoughby/SSCE/runtime/lex/ssceam.tlx,file
```

Sample xgDict.properties

- Edit the lines for UserLexicon3, UserLexicon2, UserLexicon1, MainLexicon2, and MainLexicon1 to point to the location of the dictionary files on the server. The drive letter for the path to the files should reflect the drive letter mapping from the Mimsy XG workstations to the server. For example, in the example above, the dictionary files are stored on the D:\ drvie, but the client's drive mapping to the server is T:\. If you are using local forms, the path should point to where the files are on your workstation.
- Save.

Auto-Assign Same Sequence for Objects / Acquisitions

Catalogue and Acquisition can share same sequence when new records are created.

To configure the same sequence for multiple fields:

- Select Manage, View Properties.
- Select the appropriate view from the dropdown list.
- Select Acquisition_Items.
- In right panel, click in Data Default field. Set value to FUNCTION.NEXT NUMBER USING CATALOGUE.ID_NUMBER <2007./(2)./(3)./(4)>.

NOTE: format of number may vary. This example illustrates one type of formatting.

List Name Appendix

List Name	List Display Contains
OBJECTS ACTIVITIES	Displays all Object Specific Activities.
PEOPLE <MOVER>	People Authority Names where the record is flagged as a Mover.
PEOPLE <MAKER>	People Authority Names where the record is flagged as a Maker.
PEOPLE <INSURER>	People Authority Names where the record is flagged as an Insurer
PEOPLE <EXAMINER>	People Authority Names where the record is flagged as an Examiner.
PEOPLE <COPYRIGHT_HOLDER;MAKER>	People Authority Names where the record is flagged as a Copyright Holder or a Maker.
PEOPLE <CONSERVATOR>	People Authority Names where the record is flagged as a Conservator.
PEOPLE <COLLECTOR>	People Authority Names where the record is flagged as a Collector.
PEOPLE <BORROWER;LENDER>	People Authority Names where the record is flagged as a Borrower or Lender.
PEOPLE <AUTHORIZER>	People Authority Names where the record is flagged as an Authorizer.
PEOPLE <APPRAISER>	People Authority Names where the record is flagged as an Appraiser.
EVENTS	Event Authority Event Names.
OBJECTS LOANS	Displays all Loans linked to an Object.
PEOPLE <REPRODUCER>	People Authority Names where the record is flagged as a Reproducer.
OBJECTS	Object Authority Object ID Numbers
MEDIA	Media Authority Media ID Numbers
LOAN VENUES [CONTACT;ADDRESS]	Contact Names associated with the People Authority record for the Venue.
LINK DESCRIPTION	For future use.
GETFILE [LOCATOR]	Opens the File Navigation window to link a digital file to a record.
FACILITIES [LOC_LEVEL1;LOC_LEVEL2;LOC_LEVEL3;LOC_LEVEL4;LOC_LEVEL5;LOC_LEVEL6]	Creates a string with the Facility name and 6 sub-levels selected (available in Facility Browser when Copy Hierarchy is selected).
FACILITIES [ACTUAL_LOC1;ACTUAL_LOC2;ACTUAL_LOC3;ACTUAL_LOC4;ACTUAL_LOC5;ACTUAL_LOC6]	Creates a string with the Facility name and 6 sub-levels selected (available in Audit Activity only)
FACILITIES	Facility Names.
EXHIBITION VENUES [CONTACT;ADDRESS]	Contact Names associated with the People Authority record for the Venue.
EXHIBITION THEMES [THEME_SUB1;THEME_SUB2;THEME_SUB3;THEME_SUB4;THEME_SUB5;THEME_SUB6]	In the Exhibition Activity child section, displays the Themes listed for the Parent.
EXHIBITION FEES [FEE]	Displays fees configured for Exhibition Activities
PEOPLE	People Names from the People Authority.
REFERENTIAL BY CONSMATKEY <CONSERVATION FEES> [ACTUAL_COST]	Displays fees defined for Conservation Activity.
THESAURUS	Thesaurus Terms in the Thesaurus Authority.
TAXONOMY	Scientific Names in the Taxonomy Authority.
SUBJECTS	Subjects in the Subjects Authority.

List Name	List Display Contains
SPECIES	Not in use.
SITES	Sites in the Sites Authority.
REFERENTIAL BY RREQKEY <REPRODUCTION FEES> [FEE]	Fees configured for Reproduction Requests.
REFERENTIAL BY RREQITMKEY <REPRODUCTION ITEM FEES> [FEE]	Fees configured for items attached to Reproduction Requests.
REFERENTIAL BY RECORD_TYPE <EXHIBITION ITEM FEES> [FEE]	Fees configured for exhibition items.
REFERENTIAL BY M_ID <VALUATION>	Displays all Values assigned to an object over time.
REFERENTIAL BY M_ID <COMPONENTS ACCESSORIES>	Display components or accessories linked to an Object or Vessel.
REFERENTIAL BY LKEY <LOAN FEES> [ACTUAL_COST]	Fees configured for Loans.
PEOPLE <OTHER>	People Authority Names where the record is flagged as “Other.”
REFERENTIAL BY LINK_ID <CONTACTS> [ADDRESS]	Displays all contacts linked to a People Authority record.
PEOPLE <OWNER>	People Authority Names where the record is flagged as an “Owner”
REFERENTIAL <DESCRIPTOR>	For Physical Descriptors, displays all Descriptors assigned to a term. EXAMPLE: when Materials is selected as the DESCRIPTOR, wood and silver display in the TERM Pop-Up List.
RECONCILER [M_ID]	Opens the Object Reconciler.
PUBLICATIONS	Publication Titles from the Publications Authority.
PLACES	Place Names from the Places Authority.
PEOPLE <VENUE>	People Authority Names where the record is flagged as “Venues.”
PEOPLE <STAFF>	People Authority Names where the record is flagged as “STAFF.”
PEOPLE <SPONSOR>	People Authority Names where the record is flagged as “SPONSOR”
PEOPLE <SOURCE>	People Authority Names where the record is flagged as “SOURCE”
PEOPLE <SOURCE;BORROWER;LENDER>	People Authority Names where the record is flagged as a “SOURCE” or a “BORROWER” or a “LENDER”
PEOPLE <SHIPPER>	People Authority Names where the record is flagged as a “SHIPPER.”
VESSELS	Vessels from the Vessel Authority.
REFERENTIAL BY LINK_ID <CONTACTS> [BILL_TO]	Contact Names associated with the People Authority record for the Reproduction Requestor.
AUDIT BY SPLIT	In Mimsy XG version 1.5, sites may restrict the Audit By list in the Audit child record to records that appear in the Audit By fields in the parent record. To configure: List Name: AUDIT BY SPLIT List Fields: NULL;AUDITS.AUDIT_BY List SQL: select null kv, term1, null t2 from table(xgviews.splitv('select audit_by from audits where audkey = '||:extras)) order by upper(term1) Then assign the following to the List Name for AUDIT_ITEMS.AUDIT_BY:

List Name	List Display Contains
	AUDIT BY SPLIT <{AUDKEY}>

Text Appendix

Text	Text Value	
decimal character	.	Controls the decimal character used to display values. May also be set to a comma.
acquisition legal status	PERMANENT COLLECTION	Used with System Settings:
acquisition rejected legal status	REJECTED ACQUISITION	Used with System Settings:
loan legal status	LOAN	Used with System Settings:
loan rejected legal status	LOAN REJECTED	Used with System Settings:
disposal legal status	DEACCESSIONED	Used with System Settings:
vessel measurement display format	LOA: x BEAM: x DRAFT: , LWL: , DISPLACEMENT:	Controls the format of the measurements string used to update the Measurements field in the Vessels Authority.
measurement display format	<part_measured>: <dimension1> <unit1> x <dimension2> <unit2> x <dimension3> <unit3>	Controls the format of the measurements string used to update the Measurements field in the Objects Authority.
acquisition other number note	Changed from to on by .	In the Acquisition Activity, users may backspace over the ID Number and enter a new value. When this happens, a new record is added to the Other Numbers table with a Note equal to this value. The user editing the value is appended to the end of the string.
acquisition other number type	previous number	In the Acquisition Activity, users may backspace over the ID Number and enter a new value. When this happens, a new record is added to the Other Numbers table with a Type equal to this value.
birth date activity	date of birth	In the People Authority, when data is entered into the Birth Date field, a record is automatically entered in the

Text	Text Value	
		PEOPLE_DATES table with the Activity equal to this value.
Browser id field catalogue		In the Media Viewer, a single field displays under each image. At the time of installation, this field defaults to the "main" identifier for the Parent record (e.g. in Objects, the ID Number displays). This setting allows the System Administrator to substitute a single field from the Media table or the from the "linked" Media table as a substitute for the thumbnail caption. When this alternate field is null or missing, the normal ID Number is listed instead. The setting takes on of the two the following formats: MEDIA.<FIELD FROM THE MEDIA TABLE> or i.<FIELD FROM THE MEDIA LINK CHILD> For example, to display the PORTION field from the ITEMS_MEDIA record, you would set the system setting to: i.PORTION To display the Media ID, you would set it to: MEDIA.MEDIA_ID You may use combinations of the above (ie MEDIA.MEDIA_ID||': '||i.PORTION) as long as each field is preceded by the appropriate alias (MEDIA. or i.) and the columns exist

Text	Text Value	
		(keeping in mind, of course, that the display area is not large, so short field values are better viewing-wise). This can be important when you have multiple images linked to the same object record representing different aspects of the whole. For example, it allows you to display the portion text rather than the ID number for print portfolios that have 1 catalogue record, but multiple images representing each sheet within the series. Otherwise, every image would list the object id and you wouldn't be able to tell which sheet each image represents.
Browser media field catalogue		In the Media Viewer in the details section, two fields display. The first field defaults to Media.Media_Id. At time of installation, the second field defaults to Media.Caption This setting allows the System Administrator to substitute Media.Caption with an alternate field from the Media table. To display an alternate field, you would set it to: MEDIA.<FIELD NAME>. EXAMPLE: MEDIA.LOCATOR
death date activity	date of death	In the People Authority, when data is entered into the Death Date field, a record is

Text	Text Value	
		automatically entered in the PEOPLE_DATES table with the Activity equal to this value.
entry incoming number note	Original source number recorded upon entry.	In the Entry Activity, incoming objects may already have an associated number. When this number is entered into the Incoming ID field and the record is linked to the Object Authority, a new record is added to the Other Numbers table with a NOTE equal to this value. Works in conjunction with entry incoming number type.
entry incoming number type	source number	In the Entry Activity, incoming objects may already have an associated number. When this number is entered into the Incoming ID field and the record is linked to the Object Authority, a new record is added to the Other Numbers table with a TYPE equal to this value. Works in conjunction with entry incoming number note.
entry temporary number note	Temporary number assigned upon entry.	In the Entry Activity, incoming objects are given a temporary number. When this number is entered into the Temp ID field and the record is linked to the Object Authority, a new record is added to the Other Numbers table with a NOTE equal to this value. Works in conjunction with entry incoming number type.
entry temporary number type	entry number	In the Entry Activity, incoming objects are given a temporary number. When this number is

Text	Text Value	
		entered into the Temp ID field and the record is linked to the Object Authority, a new record is added to the Other Numbers table with a TYPE equal to this value. Works in conjunction with entry incoming number note.
life dates activity	life dates	In the People Authority, when data is entered into the Birth Date and / or Death Date field, a record is automatically entered in the PEOPLE_DATES table with the Activity equal to this value.
loan other number note	Changed from to on by .	In the Loans Activity, users may backspace over the ID Number and enter a new value. When this happens, a new record is added to the Other Numbers table with a Note equal to this value. Works in conjunction with loan other number type.
loan other number type	previous number	In the Loans Activity, users may backspace over the ID Number and enter a new value. When this happens, a new record is added to the Other Numbers table with a Type equal to this value. Works in conjunction with loan other number note.
object description main type	description	No longer in use.
site measurement display format	: x x	Controls the format of the measurements string used to update the Measurements field in the Vessels Authority.
operator =	equals	In Advanced Search, selecting this entry runs an "equal to" search.

Text	Text Value	
operator !=	does not equal	In Advanced Search, selecting this entry runs a " does not equal " search.
operator like	contains	In Advanced Search, selecting this entry runs a " contains " search.
operator not like	does not contain	In Advanced Search, selecting this entry runs a " does not contain " search.
operator >	greater than	In Advanced Search, selecting this entry runs a " greater than " search.
operator >=	greater than/equals	In Advanced Search, selecting this entry runs an" greater than/equals " search.
operator <	less than	In Advanced Search, selecting this entry runs a " less than " search.
operator <=	less than/equals	In Advanced Search, selecting this entry runs a " less than/equals " search.
operator between	between	In Advanced Search, selecting this entry runs a " between " search.
operator exists	exists	In Advanced Search, selecting this entry runs an " exists " search.
font face	Tahoma	Controls the fond in which data displays.
label font face	Tahoma	Controls the font in which field tags display.
operator does not exist	does not exist	In Advanced Search, selecting this entry runs an " does not exist " search.
operator is null	is empty	In Advanced Search, selecting this entry runs an " is empty " search.
operator is not null	is not empty	In Advanced Search, selecting this entry runs an " is not empty " search.

Text	Text Value	
operator in	is one of	In Advanced Search, selecting this entry runs an " is one of " search.
operator not in	is not one of	In Advanced Search, selecting this entry runs an " is not one of " search.
operator soundex	sounds like	In Advanced Search, selecting this entry runs an " sounds like " search.
operator context	free text	In Advanced Search, selecting this entry runs contains search in CLOB fields.
join and	and	In Advanced Search, controls the display term associated with the And Boolean operator used to connect multiple search criteria.
join or	or	In Advanced Search, controls the display term associated with the Or Boolean operator used to connect multiple search criteria.

Toolbar Appendix



	Save changes.
	Print screen. Creates html report.
	Run Spell-check.
	Access Pop-Up List.
	Sort records A – Z by current field.
	Sort records Z – A by current field.
 	"Plain" magnifying glass puts screens in Search Mode. Once Search Mode is active, the button is replaced with an image of a magnifying glass with a lightening bolt. Clicking the "Lightening Bolt" runs the search.
	Cancel Search.
	Refresh record.
	Add or view actions.
	Add or view instructions/restrictions.
	Add or view copyrights.
	Add or view notes.
	Open Group Manager.

	Open Activity Manager.
	Copy to Set. Adds current child record to all records on-screen.
	Help (open field definition).
	In Form View, switches display to Grid View. In Grid View, switches display to Form View

Validation Appendix

Curly brackets { } indicate that the value from the field listed inside the brackets will be passed to the validator. Square brackets [ ] indicate that the field within the brackets will be populated with additional data returned from the validator. Angle brackets <> indicate that the value(s) contained within the brackets will be used to modify the behavior of the validator.

VALIDATOR	VALIDATION
CREATE CHILD	Discontinued in 1.4. Replaced by Create Child check flag in View Properties. Was used only for Parent fields that should trigger an insert into a child table (flexi-field). Using this setting indicates that a record will be created in the corresponding child table when data is entered into the Anchor field.
CREATE OBJECT ON CHECK	When the Linked? Flag in the Entry Activity is checked, a record for the object is created in the Object Authority. This is only valid for the ENTRY_ITEMS table. Modifiers: none Examples: CREATE OBJECT ON CHECK
CREATE CHILD USING LIST	Discontinued in 1.5. See Common System Module Questions: Configuring Prior Check and List validation.
CREATE CHILD NO PRIOR CHECK	Discontinued in 1.5. See Common System Module Questions: Configuring Prior Check and List validation.
DATE	Applies the standard Selago Design date validator to the field value. Modifiers Required: No Modifiers: <INDEFINITE>. Modifying the validator with INDEFINITE means that a partial date may be used (YYYY or YYYY-MM or YYYY-MM-DD). <FUTURE ALLOWED>. FUTURE ALLOWED means future dates are accepted. Modifier Separator: semicolon (;) Examples: DATE DATE <INDEFINITE> DATE <INDEFINITE;FUTURE ALLOWED> DATE <FUTURE ALLOWED>
ENTRY TYPE	For system use only. In the Entry Activity, this validator forces the quick add window for acquisitions or loans to display when the Entry Type is Acquisition or Loan. Modifiers Required: Yes. Modifiers: Identifying column value - represented by the column name in curly brackets - contained in angle brackets. Examples: ENTRY TYPE <{RECEIPT_NUMBER}>

VALIDATOR	VALIDATION
EVENTS	Value must equal an EVENT_NAME in the Events Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter an Event Name in a Parent field even if there is no matching Event Authority record. Entry into child fields is not allowed with unlinked records. Examples: EVENTS EVENTS<ALLOW NO LINK>
EVENTS <ALLOW NO VARATIONS>	Prevents the system from accepting a variation. The variation is automatically replaced with the preferred term. No prompt notifies the user of the change, or allows the user to choose the variation over the preferred term.
EXHIBITION ITEM STATUS	Checks for scheduling conflicts based on the status assigned in the child section of the record. This validator activates the System Settings for EXHIBIT_ITEM_CONFLICT_STATUS, EXHIBIT_ITEM_RESERVED_STATUS, and EXHIBIT_ITEM_IGNORE_STATUS. Modifiers Required: Yes Modifiers: Object and Exhibition key values - represented by the column names in curly brackets - contained in angle brackets. Do not change. Examples: EXHIBITION ITEM STATUS <{M_ID};{EKEY}>
FACILITES	Value must equal a FACILITY in the FACILITIES Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter an Facility Name in a Parent field even if there is no matching Facility Authority record. Entry into child fields is not allowed with unlinked records. Examples: FACILITIES FACILITIES <ALLOW NO LINK>
LINK DESCRIPTION <MODULE_TYPE>	For Activities that can be linked to other Activities, the Activity name must be selected from the list. Modifiers Required: Yes Modifiers: The module type value - represented by the column name in curly brackets - contained in angle brackets. Do not change. Examples: LINK DESCRIPTION <{MODULE_TYPE}>
LOAN ITEM STATUS	Checks for scheduling conflicts based on the status assigned in the child section of the record. Activates the System Settings for LOAN_ITEM_CONFLICT_STATUS, LOAN_ITEM_RESERVED_STATUS, and LOAN_ITEM_IGNORE_STATUS. Modifiers Required: No

VALIDATOR	VALIDATION
	Modifiers: Object and Loan key values - represented by the column names in curly brackets - contained in angle brackets. Examples: LOAN ITEM STATUS <{M_ID};{LKEY}>
MEDIA	Value must equal a MEDIA_ID value in the Media Authority. If ALLOW NO LINK modifier is included, the validator will allow the user to proceed without a match. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter an Media ID in a Parent field even if there is no matching Media Authority record. Entry into child fields is not allowed with unlinked records. Examples: MEDIA MEDIA <ALLOW NO LINK>
OBJECTS	Value must equal an ID_NUMBER value in the Object Authority. If ALLOW NO LINK modifier is included, the validator will allow the user to proceed without a match. Modifiers Required: No Modifiers: ALLOW NO LINK contained in angle brackets. Examples: OBJECTS OBJECTS <ALLOW NO LINK>
OBJECTS ACTIVITIES	Validates the value against the ID Number field in the Objects Authority. Modifiers Required: No Name: OBJECTS ACTIVITIES Modifiers: ALLOW NO LINK (Records added to the child section do NOT have to exist in the Object Authority). LOAN FLAG (If the object does exist in the Object Authority, the Loan Allowed flag must be checked). ALLOW ID CHANGE (Once the object has been added to the Activity, the ID Number may be changed within the Activity (and will reflect system wide). HAZARD (if the object has a current hazard, the user is alerted). Separated by semi-colons if there is more than one modifier, contained in angle brackets. Modifiers not required. Examples: OBJECTS ACTIVITIES OBJECTS ACTIVITIES <ALLOW NO LINK> OBJECTS ACTIVITIES <ALLOW NO LINK;ALLOW ID CHANGE;LOAN FLAG;HAZARD>
PEOPLE	Value must equal an entry in the VARIATION field in the People Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter data in a Parent field with no matching Authority record. Entry into child fields is not allowed with unlinked records. <ROLE> modifier corresponds to entries in the Special Lists portion of the System Module. Modifiers not required.

VALIDATOR	VALIDATION
	Examples: PEOPLE PEOPLE <ALLOW NO LINK> PEOPLE <BORROWER;LENDER> PEOPLE <OWNER;ALLOW NO LINK>
PLACES	Value must equal a PLACE in the Places Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter a Place Name in a Parent field with no matching Places Authority record. Entry into child fields is not allowed with unlinked records. Examples: PLACES PLACES <ALLOW NO LINK>
PUBLICATIONS	Value must equal a TITLE in the Publications Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter a Publication Title in a Parent field with no matching Publications Authority record. Entry into child fields is not allowed with unlinked records. Examples: PUBLICATIONS PUBLICATIONS <ALLOW NO LINK>
{RECORD_TYPE}	For Reproduction Request, indicates whether the order is for an object, a media item, or another request type. Modifiers Required: No Modifiers: <ALLOW NO LINK>. Description: Validates the value using the named validator that matches the RECORD_TYPE value. If ALLOW NO LINK modifier is included, the validator will allow the user to proceed without a match. This is used for fields that can hold information from more than one source, e.g. REFERENCE_NUMBER in Reproduction Items. The value in this field depends on the RECORD_TYPE chosen (object, media, etc). During processing, the validator {RECORD_TYPE} is swapped for the actual value of the record_type field - in the example, either OBJECT, MEDIA or OTHER and then is processed as if the field were defined with that explicit validator. Examples: {RECORD_TYPE} {RECORD_TYPE} <ALLOW NO LINK>
SITES	Value must equal a SITE_ID value in the Sites Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter a Site Id or Site Name (depending on

VALIDATOR	VALIDATION
	configuration) in a Parent field with no matching Sites Authority record. Entry into child fields is not allowed with unlinked records. Examples: SITES SITES <ALLOW NO LINK>
SPECIES	Not in use.
SUBJECTS	Value must equal a SUBJECT value in the Subjects Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter a Subject in a Parent field with no matching Subjects Authority record. Entry into child fields is not allowed with unlinked records. Examples: SUBJECTS SUBJECTS <ALLOW NO LINK>
TAXONOMY	Value must equal a SCIENTIFIC_NAME value in the Taxonomy Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter a Scientific Name in a Parent field with no matching Taxonomy Authority record. Entry into child fields s not allowed with unlinked records. Examples: TAXONOMY TAXONOMY <ALLOW NO LINK>
THESAURUS	Value must equal a TERM1_1 (TERM) value in the Thesaurus Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter a Thesaurus Term in a Parent field with no matching Thesaurus Authority record. Entry into child fields is not allowed with unlinked records. Examples: THESAURUS THESAURUS <ALLOW NO LINK>
THESAURUS BROWSER <ALLOW NO VARIATIONS>	Prevents the system from accepting a variation. The variation is automatically replaced with the preferred term. No prompt notifies the user of the change, or allows the user to choose the variation over the preferred term.
UNIQUE	Value entered in the field must NOT equal the value entered for any existing records. EXAMPLE: all Names in the People Authority must be unique. NOTE: this cannot be used to override columns with database level requirements for unique values (e.g. ID Number in Objects). Modifiers Required: No

VALIDATOR	VALIDATION
	Modifiers: <ALLOW OVERRIDE>. If ALLOW OVERRIDE modifier is included, the validator will allow the user to proceed despite finding a match. Examples: UNIQUE UNIQUE <ALLOW OVERRIDE>
UNIQUE ALLOW OVERRIDE	No longer used in 1.4. Changed to a modifier for UNIQUE.
VALIDATE	Name: VALIDATE Modifiers Required: No Modifiers: <NO PRIOR CHECK> Description: For fields that have Create Child enabled but no validator where there is a desire to suppress the check for pre-existing children, set the validator to VALIDATE <NO PRIOR CHECK>. For fields *with* validators where there is a desire to suppress the prior check, add the modifer to the existing validator. Examples: VALIDATE <NO PRIOR CHECK> PEOPLE <MAKER;NO PRIOR CHECK>
VESSELS	Value must equal a VESSEL ID value in the Vessels Authority. Modifiers Required: No Modifiers: <ALLOW NO LINK>. If <ALLOW NO LINK> modifier is included, the validator allows the user to enter a Vessel Name in a Parent field with no matching Vessels Authority record. Entry into child fields is not allowed with unlinked records. Examples: VESSELS VESSELS <ALLOW NO LINK>

Special Lists

ALL USERS	Create a list of all usernames in the System Module.
COMPONENTS ACCESSORIES	Creates a list of specific accessories for a given object. Typically used in the Accessory/Component field for Location, Condition, and Value.
CONSERVATION FEES	Users may define set costs for conservation actions in the View Properties for the Conservation Fees Activity field. This list access a dual list with Activity and corresponding fee displayed in the same list.
CONTACTS	For tables with a Link_Id and a Contact field (Acquisition_Sources, Loans, Loan_Venues, etc.) the list displays all Contacts from the corresponding People Authority record where the Active Flag = Y.
EVENTS	Displays a list using Event_Name, Category from the Event Authority.
EXHIBITION FEES	Users may define set costs for exhibition actions for the overall exhibition activity. This function works with the Activity field in the Exhibition_Fees table. The list access a special pop-up with the Activity and corresponding fee displayed in the same list.
EXHIBITION ITEM FEES	Users may define set costs for exhibition actions for the objects associated with an exhibition activity. This function works with the Activity field in the Exhibition_Item_Fees table. The list access a special pop-up with the Activity and corresponding fee displayed in the same list.
EXHIBITION THEMES	Users may define Themes associated with the overall exhibition. Those themes may be associated with the child record. When in the Theme field in the Exhibition Item record, this list displays Themes added in the parent.
EXHIBITION VENUES	Users may add Venues associated with the overall exhibition. Individual venues may then be associated with the child record. When in the Venue field in the Exhibition Item Venues Flexi Field, this list displays Venues entered in the parent record.
LOAN FEES	Users may define set costs for loan actions for the overall loan activity. This function works with the Activity field in the Loan_Fees table. The list access a special pop-up with Activity and corresponding fee displayed in the same list.
LOAN ITEM FEES	Users may define set costs for loan actions for the objects associated with a loan activity. This function works with the Activity field in the Loan_Item_Fees table. The list access a special pop-up with the Activity and corresponding fee displayed in the same list.
LOAN VENUES	Users may add Venues associated with the overall loan. Individual venues may then be associated with the child record. When in the Venue field in the Loan Item Venues Flexi Field, this list displays Venues entered in the parent record.
MEDIA	Displays the Media Browser.
MEDIALIST	Displays a list of Media_ID, Locator from the Media Authority.
OBJECT	Used for Reproduction Request only due to the fact that the RECORD_TYPE field exists. Displays a list of ID_Number, Title from the Object Authority.
OBJECTS	Displays a list of ID_Number, Title from the Object Authority. Used with Authorities since it captures the MKEY value. NOTE: in a monolingual system, OBJECTS and OBJECTS ACTIVITIES may be used interchangeably.
OBJECTS ACTIVITIES	Displays a list of ID_Number, Title from the Object Authority. Used with Activities since it captures the M_ID value. NOTE: in a monolingual system, OBJECTS and OBJECTS ACTIVITIES may be used interchangeably.
OBJECTS LOANS	Displays a list of ID_Number, Title from the Object Authority where Loan_Allowed = Y.
PEOPLE	Displays a list of Preferred_Name, Brief_Bio from the People Authority.
PEOPLE <APPRAISER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "APPRAISER," and a name is entered that exists in the Authority but is NOT flagged as a APPRAISER, the People Authority flag is updated.
PEOPLE <AUTHORIZER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "AUTHORIZER," and a name is entered that exists in the Authority but is NOT flagged as an AUTHORIZER, the People Authority flag is updated.

PEOPLE <BORROWER;LENDER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "BORROWER" or "LENDER" and a name is entered that exists in the Authority but is NOT flagged as a BORROWER or a LENDER, the People Authority flag is updated.
PEOPLE <COLLECTOR>	If the field's Pop-Up List is generated from the People Authority for names flagged as "COLLECTOR," and a name is entered that exists in the Authority but is NOT flagged as a COLLECTOR, the People Authority flag is updated.
PEOPLE <CONSERVATOR>	If the field's Pop-Up List is generated from the People Authority for names flagged as "CONSERVATOR," and a name is entered that exists in the Authority but is NOT flagged as a CONSERVATOR, the People Authority flag is updated.
PEOPLE <COPYRIGHT_HOLDER;MAKER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "MAKER" or "COPYRIGHT HOLDER" and a name is entered that exists in the Authority but is NOT flagged as a MAKER or COPYRIGHT HOLDER, the People Authority flags are updated.
PEOPLE <EXAMINER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "EXAMINER," and a name is entered that exists in the Authority but is NOT flagged as an EXAMINER, the People Authority flag is updated.
PEOPLE <IDENTIFIER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "IDENTIFIER," and a name is entered that exists in the Authority but is NOT flagged as an IDENTIFIER, the People Authority flag is updated.
PEOPLE <INSURER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "INSURER," and a name is entered that exists in the Authority but is NOT flagged as an INSURER, the People Authority flag is updated.
PEOPLE <MAKER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "MAKER," and a name is entered that exists in the Authority but is NOT flagged as a MAKER, the People Authority flag is updated.
PEOPLE <MOVER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "MOVER," and a name is entered that exists in the Authority but is NOT flagged as a MOVER, the People Authority flag is updated.
PEOPLE <OTHER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "OTHER," and a name is entered that exists in the Authority but is NOT flagged as OTHER, the People Authority flag is updated.
PEOPLE <OWNER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "OWNER," and a name is entered that exists in the Authority but is NOT flagged as an OWNER, the People Authority flag is updated.
PEOPLE <RELATED>	If the field's Pop-Up List is generated from the People Authority for names flagged as "OTHER," and a name is entered that exists in the Authority but is NOT flagged as OTHER, the People Authority flag is updated.
PEOPLE <REPRODUCER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "REPRODUCER," and a name is entered that exists in the Authority but is NOT flagged as a REPRODUCER, the People Authority flag is updated.
PEOPLE <SHIPPER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "SHIPPER," and a name is entered that exists in the Authority but is NOT flagged as a SHIPPER, the People Authority flag is updated.
PEOPLE <SOURCE;BORROWER;LENDER>	If the field's Pop-Up List is generated from the People Authority for names flagged as "SOURCE" or "BORROWER" or "LENDER" and a name is entered that exists in the Authority but is NOT flagged, the People Authority flag is updated.
PEOPLE <SOURCE>	If the field's Pop-Up List is generated from the People Authority for names flagged as "SOURCE," and a name is entered that exists in the Authority but is NOT flagged as a SOURCE, the People Authority flag is updated.
PEOPLE <SPONSOR>	If the field's Pop-Up List is generated from the People Authority for names flagged as "SPONSOR," and a name is entered that exists in the Authority but is NOT flagged as a SPONSOR, the People Authority flag is updated.
PEOPLE <STAFF>	If the field's Pop-Up List is generated from the People Authority for names flagged as "STAFF," and a name is entered that exists in the Authority but is NOT flagged as STAFF, the People

	Authority flag is updated.
PEOPLE <VENUE>	If the field's Pop-Up List is generated from the People Authority for names flagged as "VENUE," and a name is entered that exists in the Authority but is NOT flagged as a VENUE, the People Authority flag is updated.
SITE NAMES	Displays a list of Site_Name, Site_Type from the Sites Authority.
SITES	Displays a list of Site ID, Site Name from the Sites Authority.
SUBJECTS	Displays a list of all Subjects in the Subject Authority.
TAXONOMY	Displays the Taxonomy Browser.
THESAURUS	Displays the Thesaurus Browser.
VALUATION	Displays a list of valuation, valuation date from the Valuation Activity. Typically used in Insurance and Indemnity.
VESSELS	Displays a list of all Vessels in the Vessels Authority.

System Setting Appendix

Setting	Setting Value at Time of Installation	Note
ACCEPT_PARENTHETICALS	false	Specifies whether parenthesis should be stripped out during Authority validation or included as part of the validation process. If value = false, then validation ignore the value in the parenthesis. If value = true, validation includes parenthesis.
ACQUISITION_APPROVED	approved	When the Status field in the child section of an Acquisition Activity contains this setting and the Accession Date is filled in, a new record is inserted in the LEGAL_STATUS table where CURRENT = Y. The "new" Legal Status value is controlled in the Text module in the Value Settings by the Acquisition Legal Status entry.
ACQUISITION_CLOSED_LIST	closed	When the Status field in the Parent section of an Acquisition Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called ACQUISITION_CLOSED.
ACQUISITION_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an Object Authority record is attached to an Acquisition, the Description field (in the child section of the Activity) is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
ACQUISITION_REJECTED	rejected	For Object Authority records where the Legal Status is <> PERMANENT COLLECTION. When the Status field in the child section of an Acquisition Activity contains this setting, a new record is inserted in the LEGAL_STATUS table where CURRENT = Y. The "new" Legal Status value is controlled in the Text module in the Value Settings by the Acquisition Rejected Legal Status entry.
ACTIONS_WARNING_ON_STARTUP	false	Specifies whether the user should be notified of incomplete actions upon logging into MXG. If value = false, then no warning message displays. If value = true, message regarding overdue actions displays upon login.
ACTION_REQUEST_CLOSED_LIST	Closed	When the Status field in the Parent section of an Acquisition Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager.
ACTION_SEND_MAIL	false	Enables the mail notification button on the Actions screen. If set to "true", the SEND EMAIL button will be enabled and the user will be able to send an e-mail to the given user(s). Email server information is managed in the pfile. The email functionality uses the following rule: the value(s) from ACTION_BY are compared to the PEOPLE_VARIATIONS.VARIATION field for a match. If a match is found, The PEOPLE record is checked for a PEOPLE_CONTACTS record where EMAIL is not null and ACTIVE = Y. If that is found, then that e-mail address is substituted for the original ACTION_BY name. If a match is not found at any point, the original ACTION_BY value is used.
ACTIVITY_CLOSED_LIST	closed	Not in use. Formerly called ACTIVITY_CLOSED.
ALLOW_VARIATION_SELECTI	NO TABLE	Entries identify whether variations are acceptable entry values

Setting	Setting Value at Time of Installation	Note
ON_LIST		when linking to a hierarchical structure. Acceptable entries are THESAURUS, PLACES, and TAXONOMY.
AUDIT_CLOSED_LIST	closed	When the Status field in the Parent section of an Audit Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called AUDIT_CLOSED.
AUDIT_ITEM_FOUND	located	When the Found flag is checked for an audit item and the Verified? flag is checked, a new Location Activity record is created. The Inventory Status field on the Location Activity record is updated with this value.
AUDIT_ITEM_NOT_FOUND	not located	When the Found flag is left unchecked (empty) for an audit item and the Verified? flag is checked, a new Location Activity record is created. The Inventory Status field on the Location Activity record is updated with this value.
AUDIT_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an Object Authority record is attached to an Audit, the Description field (in the child section of the Activity) is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
BROWSER_ID_FIELD_CATALOGUE	null	NOTE: as of version 1.5, this setting has been moved to Text, Values
BROWSER_IMAGE_FORMAT_LIST	BMP, GIF, JPEG, PCX, TIFF	If the FORMAT field in the Media table equals any of these values, the image displays with the standard MXG imaging tools.
CONSERVATION_REQUEST_PROCESS	conservation request	For Audit Activities: when the Conservation Request? flag is checked for an audit item and the Verified? flag is checked, a new Conservation Activity record is created. The Process field in the Conservation Activity is updated with this value.
DATE_CIRCA_LIST	C, c., ca., circa	DATE_CIRCA_LIST is a listing of the circa variations (ca., circa) and should contain all of the combinations that users want to use to indicate that something is a circa date. Case is ignored, so you only need ca. to mean Ca., ca. and CA. When these strings are found, the date made parsing algorithm uses the Date_Circa_Range to define earliest and latest years.
DATE_CIRCA_RANGE	0	DATE_CIRCA_RANGE is a number. Set this to whatever you want the range to represent. If you want it to be plus or minus 5 years (a 10 year range), set it to 5.
DATE_TEXT_STRIP_LIST	', ., ?, AD, c., circa, early-, late-, mid-, nd, post-, pre-, rd, s, st, th, v, ~	A list of text that should be stripped from the DATE_TEXT value before it is parsed into earliest/latest fields.
DISABLE_MEDIA_DROP	--	Not in use. Entry moved from earlier forms release into the USERS section in order to disable functionality on a user-by-user basis.
DISPATCH_APPROVED	Approved	Requires a SQL script to activate. When the Status field in the Parent section of a Dispatch record contains this value, a new Location Activity record is created for the objects attached to the Activity.
DISPATCH_CLOSED_LIST	closed	When the Status field in the Parent section of a Dispatch Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called DISPATCH_CLOSED.
DISPATCH_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLE	When an Object Authority record is attached to a Dispatch, the Description field (in the child section of the Activity) is automatically

Setting	Setting Value at Time of Installation	Note
	CTOR);DATE_MADE;DESCRIPTION	created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
DISPLAY_MATERIALS_STRIP_LIST	none	DISPLAY_MATERIALS_STRIP list controls a list of DESCRIPTOR values that should be ignored when building the Materials anchor display string from the Physical Descriptors child table. If no values are entered and the TABLE_PROPERTIES Validator for PHYSICAL_DESCRIPTORS = display materials flat [ALL BY DESCRIPTOR] or display materials flat [ALL BY STEP]. Use only if the Table Properties Validator for Physical_Descriptors is not set to create the Materials Anchor field to a closed list of value.
DISPLAY_MEASUREMENTS_STRIP_LIST	none	DISPLAY_MEASUREMENTS_STRIP list controls a list of PART_MEASURED values that should be ignored when building the Measurements anchor display string from the Measurements child table. If no values are entered and the TABLE_PROPERTIES Validator for MEASUREMENTS = display measurements [ALL BY PART_MEASURED] or display measurements [ALL BY STEP]. Use only if the Table Properties Validator for Measurements is not set to create the Measurements Anchor field to a closed list of value.
DISPLAY_SITE_MEASUREMENTS_STRIP_LIST	none	DISPLAY_SITE_MEASUREMENTS_STRIP list controls a list of PART_MEASURED values that should be ignored when building the Measurements anchor display string from the Measurements child table. If no values are entered and the TABLE_PROPERTIES Validator for MEASUREMENTS = display measurements [ALL BY PART_MEASURED] or display measurements [ALL BY STEP]. Use only if the Table Properties Validator for Measurements is not set to create the Measurements Anchor field to a closed list of value.
DISPLAY_SUBRODINATE_IMAGES	False	Specifies whether the image browser displays the linked version of an image or the image *and* all smaller versions of the file.
DISPOSAL_CLOSED_LIST	closed	When the Status field in the Parent section of a Disposal Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called DISPOSAL_CLOSED.
DISPOSAL_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an Object Authority record is attached to a Disposal, the Description field (in the child section of the Activity) is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
ENTRY_CLOSED_LIST	closed	When the Status field in the Parent section of an Entry Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called ENTRY_CLOSED.
ENTRY_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an object is deleted from the Object Authority, a summary field describing the object is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
ENTRY_LEGAL_STATUS_ACQ	ACQUISITION	If the Type field in the Entry Activity = acquisition, the Legal Status

Setting	Setting Value at Time of Installation	Note
UISITION	CANDIDATE	field in the child section defaults to this setting.
ENTRY_LEGAL_STATUS_CONSERVATION	CONSERVATION	Not in use.
ENTRY_LEGAL_STATUS_LOAN	LOAN	If the Type field in the Entry Activity = loan, the Legal Status field in the child section defaults to this setting.
EXHIBITION_APPROVED	--	No longer in use.
EXHIBITION_CLOSED_LIST	closed	When the Status field in the Parent section of an Exhibition Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called EXHIBITION_CLOSED.
EXHIBITION_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an Object Authority record is attached to an Exhibition, the Description field (in the child section of the Activity) is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
EXHIBIT_ITEM_CONFLICT_STATUS	CONFLICT	Works in conjunction with EXHIBIT_ITEM_RESERVED and LOAN_ITEM_RESERVED. When a single object is attached to two different exhibitions with conflicting dates and the status of the object is set to the value in EXHIBIT_ITEM_RESERVED_STATUS, the Status field in the child section is updated to this setting. NOTE: this is designed to alert the user to the fact that the object is already reserved.
EXHIBIT_ITEM_IGNORE_STATUS	canceled	Works in conjunction with EXHIBIT_ITEM_RESERVED and LOAN_ITEM_RESERVED. When a single object is attached to two different exhibitions and the system checks for conflicts, objects with this child status are ignored. This is designed to ignore canceled or rejected exhibition items during the conflict check.
EXHIBIT_ITEM_RESERVED_STATUS	under consideration	When the Status field in the child section of an Exhibition Activity contains this value, users who attach the object to a different exhibition with conflicting dates and assign the same status to the item receive a warning message.
FACILITIES_FORMATTED_STRING	\(1): \(2): \(3)	Allows the admin to format the facilities hierarchy string as desired.
FLEXI_CREATE_DELETE	same as parent	If setting = same as parent, F6 and the Record, New options are used to insert child records. If setting = F12 and Record, Create Flexi Record are used to insert child records.
FRACTIONAL_DENOMINATOR	16	Specifies whether fractions should be displayed as x/16 or x/8.
GROUP_MANAGER_ROLE_LIST	MANAGER	A list of roles whose members are allowed to delete groups and items from groups that are not their own.
IGNORE_PEOPLE_TERMS	no ignore terms listed	For names that are validated against the People Authority, these values are completely ignored. May be used for strings such as “Unknown” if you do not want a generic Unknown Preferred Name record in the People Authority. This may not be applied to virtual fields.
IMAGE_BRAND_RIGHT_TYPE	Copyright	In the Media Browser, it is possible to embed the RIGHTS.RIGHTS_TEXT field in saved images and to access the image rights by right-clicking on the image. If Mimsy XG finds a rights record associated with the item that has a rights type that matches this value, it pulls the RIGHTS_TEXT field for display in the Media Viewer. The "Rights" right-click menu item becomes active, and

Setting	Setting Value at Time of Installation	Note
		selecting it displays the rights text. This same text is added to the image when it is saved.
INSURANCE_CLOSED_LIST	closed	When the Status field in the Parent section of an Insurance Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called INSURANCE_CLOSED.
INSURANCE_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an Object Authority record is attached to an Insurance Activity, the Description field (in the child section of the Activity) is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
LEGAL_STATUS_OWNER_TO_SUMMARY	true	When value is set to true, the Owner listed in the Legal_Status table is automatically inserted in the Provenance table. If set to false, the Owner listed in Legal Status will not copy to the Provenance Summary field.
LOAN_APPROVED	under consideration	When the Status field in the child section of a Loan Activity contains this setting, users who attach the object to a different loan with conflicting dates receive a conflict message.
LOAN_CLOSED_LIST	closed	When the Status field in the Parent section of a Loan Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called LOAN_CLOSED.
LOAN_ITEM_CONFLICT_STATUS	CONFLICT	Works in conjunction with EXHIBIT_ITEM_RESERVED and LOAN_ITEM_RESERVED. When a single object is attached to two different exhibitions with conflicting dates and the status of the object is set to the value in EXHIBIT_ITEM_RESERVED_STATUS, the Status field in the child section is updated to this setting. NOTE: this is designed to alert the user to the fact that the object is already reserved.
LOANITEM_IGNORE_STATUS	canceled	Works in conjunction with EXHIBIT_ITEM_RESERVED and LOAN_ITEM_RESERVED. When a single object is attached to two different exhibitions / loans and the system checks for conflicts, objects with this child status are ignored. This is designed to ignore canceled or rejected items during the conflict check.
LOAN_ITEM_RESERVED_STATUS	under consideration	When the Status field in the child section of a Loan Activity contains this value, users who attach the object to a different loan or exhibition with conflicting dates and assign this status to the item receive a warning message.
LOAN_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an Object Authority record is attached to a Loan, the Description field (in the child section of the Activity) is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
LOAN_REJECTED	rejected	For Object Authority records where the Legal Status is <> PERMANENT COLLECTION. When the Status field in the child section of a Loan Activity contains this setting, the Legal Status value is updated to
LOST_LOCATION	LOST	When a record from the Object Authority is attached to a Loss Activity record, a new Location Activity record is created. The Location field in this record is updated with this value.
MEASUREMENT_METRIC_R	2	The number of decimals places (up to 5) that the system should use

Setting	Setting Value at Time of Installation	Note
OUND		for rounding / display of the individual dimensions in the Measurement Anchor field.
MEDIA_FORMAT_LIST_AUDIO	FLA, MP3, WAV, WMA	For Media Authority records, when the Format field contains any of these values, the record will activate the Audio icon in the Media Panel.
MEDIA_FORMAT_LIST_IMAGE	BMP, GIF, J2C, JP2, JPEG, PCD, PCX, PNG, PSD	For Media Authority records, when the Format field contains any of these values, the record will activate the Image icon in the Media Panel.
MEDIA_FORMAT_LIST_VIDEO	AVI, FLV, MPEG, QTW, WMV	For Media Authority records, when the Format field contains any of these values, the record will activate the Video icon in the Media Panel.
MINIMUM_PASSWORD_LENGTH	5	The value of the length of the shortest acceptable password.
MULTILINGUAL_DUPLICATE_OTHER	RIGHTS	A list of "other" tables (ie Notes, Instructions, Actions, Rights, Groups) that should be on the Translate list. Because of the expressed desire to share tables in a multilingual environment this is needed to let the system know what is shared (and therefore shouldn't be translated) and what isn't.
MULTILINGUAL_SHARED_CHILDREN	NONE	A list of child tables that are shared in a multilingual environment. This prevents double-creation of records in shared tables.
OVERRIDE_LANGUAGE_COUNT	False	This setting is designed to accommodate sites who want Field Tags and Messages in multiple languages, but do not catalogue records in multiple languages. For installations that have more than one language defined in the Text Setup, this setting specifies whether the Field Tags and Messages are available in a second language or whether the Field Tags and Messages *and* record data are available in a second language.
PASSWORD_SPECIAL_CHARACTERS	!#$%&()`*+,-/:;<=>?_	For sites with Advanced Oracle Security, these characters may be used for passwords.
PEOPLE_HONORARY_PARSE_LIST	O.B.E, PhD	Terms in Preferred Name in the People Authority that are automatically copied into the HONORARY_SUFFIX field.
PEOPLE_NAME_ORDER	INVERTED	Identifies the order in which names are entered into the system. Value should be set to INVERTED or NATURAL.
PEOPLE_SUFFIX_PARSE_LIST	Jr; Sr.; Mr.; Ms; Mrs.	Terms in Preferred Name in the People Authority that are automatically copied into the SUFFIX_NAME field.
PEOPLE_TITLE_PARSE_LIST	.; Sir; Lady; Lord;	Terms in Preferred Name in the People Authority that are automatically copied into the TITLE_NAME field.
PLACES_FORMATTED_STRING	\(3): \(5), \(12)	Level of the terms in the Places Authority which are concatenated to form a string for entry into a field when a Place Name is selected from the Places Hierarchy Browser.
REPRODUCTION_CLOSED_LIST	closed	When the Status field in the Parent section of a Reproduction Request Activity contains one of these values, the record becomes read-only and does not appear in Activity Manager. In 1.4 and below, this held a single term and was called REPRODUCTION_CLOSED.
REPRODUCTION_ITEM_SUMMARY	NVL(TITLE,ITEM_NAME);NVL(MAKER,COLLECTOR);DATE_MADE;DESCRIPTION	When an Object Authority record is attached to a Reproduction Request, the Description field (in the child section of the Activity) is automatically created from the following fields: Title, Maker, Date Made and the Description. if Title is empty, Object Name is used. If Maker is empty, Collector is used.
REPRODUCTION_MEDIA_ITE	MEDIA_ID;FORMAT;L	When an Media Authority record is attached to a Reproduction

Setting	Setting Value at Time of Installation	Note
M_SUMMARY	OCATOR;CAPTION	Request, the Description field (in the child section of the Activity) is automatically created from the following fields: Media ID, Format, Locator, and Caption.
SAVE_SEARCH_PRIVATE_VALUE	No	This setting is for those who want the Save Search prompt to default to private rather than public. The default value is "No", which means that the button on the prompt that equates to "keep it private" is the No button. Set this to Yes and change the message text to make the Yes button mean "keep it private".
SIDEBAR_DEFAULT	True	Determines whether the Media Panel displays upon opening. Set entry to false to suppress open panel.
STRIP_PEOPLE_TERMS	; ?; after; possibly; probably; school of; attributed to; in the style of; in the manner of	For name fields that validate against the People Authority, these values are dropped from the name comparison. EXAMPLE: “in the style of Rembrandt” is linked to “Rembrandt.”
TAXONOMY_FORMATTED_STRING	\(3) \(5) \(7) \(9)	Format of Taxonomy String copied into a field.
TEXT_SORT_STRIP_LIST	D'; L’; La; Le; Les; The	In the People Authority, these values are stripped from the Sort Name when it is automatically generated.
THESAURUS_FORMATTED_STRING	\(1)/\(2)/\(3)/\(4)/\(5)/\(6)/\(7)/\(8)/\(9)/\(10)	Allows the admin to format the facilities hierarchy string as desired.

Valid Range Appendix

VALID_RANGE	NOTE
>= 0	Number entered must be greater than zero.
<= <END_DATE>	Date entered into the Start Date or Begin Date field must be the same as or before the corresponding End Date.
<= <LOAN_END>	Date entered into the Loan Start field must be the same as or before the corresponding Loan End date.
<= <ACTUAL_END>	Date entered into the Actual Start field must be the same as or before the corresponding Actual End date.
>= <BEGIN_DATE>	Date entered into the End Date must be the same or after the corresponding Begin date.
>= <LOAN_START>	Date entered into the Loan End field must be the same as or after the corresponding Loan Start date.
<= <DISPLAY_END>	Date entered into the Display Start field must be the same as or before the corresponding Display End date.
<= <EXHIBIT_END>	Date entered into the Exhibit Start field must be the same as or before the corresponding Exhibit End date.
<= <INSTALL_END>	Date entered into the Install Start field must be the same as or before the corresponding Install End date.
<= <LICENSE_END>	Date entered into the License Begin field must be the same as or before the corresponding End date.
>= <DATE_ACTIVE>	Date entered into the Date Active field must be the same as or after the corresponding Inactive Date field.
>= <ACTUAL_START>	Date entered into the End field must be the same as or after the corresponding Actual End field.
<= <DEINSTALL_END>	Date entered into the Deinstall Start field must be the same as or before the corresponding Deinstall End date.
>= <DISPLAY_START>	Date entered into the Display End field must be the same as or after the Display Start date.
>= <EXHIBIT_START>	Date entered into the Exhibit End Date field must be the same as or after the corresponding Exhibit Start date.
>= <INSTALL_START>	Date entered into the Install End Date field must be the same as or after the corresponding Install Start date.
>= <LICENSE_START>	Date entered into the License End Date field must be the same as or after the corresponding License Start date.
>= <VALUATION_DATE>	Date entered into the Next Valuation field must be the same as or after the corresponding Valuation Date date.
>= <DEINSTALL_START>	Date entered into the Deinstall End Date field must be the same as or after the corresponding Deinstall Start date.

Link Appendix

ACTION REQUEST ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
ACTION_REQUEST	PARENT

TABLE NAME	PARENT OR CHILD TABLE
ACTION_REQUEST_ITEMS	CHILD
	Link Using:
	ACTION_REQUEST ACTREQKEY to ACTION_REQUEST_ITEMS ACTREQKEY
	ACTION_REQUEST_ITEMS TABLE_KEY to MEDIA MEDIAKEY where TABLE_NAME = 'MEDIA'
	ACTION_REQUEST_ITEMS TABLE_KEY to CATALOGUE M_ID where TABLE_NAME = 'CATALOGUE'

ACQUSITION ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
ACQUISITIONS	PARENT

TABLE NAME	PARENT OR CHILD TABLE
ACQUISITION_ITEMS	CHILD
	Link Using:
	ACQUISITION_ITEMS AKEY to ACQUISITIONS AKEY
	ACQUISITION_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE
ACQUISITION_SOURCES	CHILD
	Link Using:
	ACQUISITION_SOURCES AKEY to ACQUISITIONS AKEY
	ACQUISITION_SOURCES LINK_ID to PEOPLE LINK_ID
	ACQUISITION_SOURCES NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	PARENT OR CHILD TABLE

ACQUISITIONS_AUDITS	CHILD **Link Using:** ACQUISITIONS_AUDITS AKEY to ACQUISITIONS AKEY ACQUISITIONS_AUDITS AUDKEY to AUDITS AUDKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ACQUISITIONS_MEDIA	CHILD **Link Using:** ACQUISITIONS_MEDIA AKEY to ACQUISITIONS AKEY ACQUISITIONS_MEDIA MEDIAKEY to MEDIA MEDIAKEY

ALL MODULES

TABLE NAME	**PARENT OR CHILD TABLE**
ACTIONS	CHILD **Link Using:** ACTIONS TABLE_KEY to PRIMARY KEY for table where ACTIONS are recorded. Set TABLE_NAME = module where ACTIONS are listed

TABLE NAME	**PARENT OR CHILD TABLE**
INSTRUCTIONS	CHILD **Link Using:** INSTRUCTIONS TABLE_KEY to PRIMARY KEY for table where ACTIONS are recorded.

TABLE NAME	**PARENT OR CHILD TABLE**
NOTEPAD	CHILD **Link Using:** NOTEPAD TABLE_KEY to PRIMARY KEY for table where ACTIONS are recorded.

TABLE NAME	**PARENT OR CHILD TABLE**
RIGHTS	CHILD **Link Using:** RIGHTS LINK_ID to PEOPLE LINK_ID

RIGHTS TABLE_KEY to PRIMARY KEY for table where ACTIONS are

AUDIT ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
AUDITS	PARENT

TABLE NAME	**PARENT OR CHILD TABLE**
AUDIT_ITEMS	CHILD **Link Using:** AUDIT_ITEMS AUDKEY to AUDIT AUDKEY AUDIT_ITEMS LOCKEY to FACILITIES LOCKEY AUDIT_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**
AUDITS_CONDITION	CHILD **Link Using:** AUDITS_CONDITION AUDITMKEY to AUDIT_ITEMS AUDITMKEY AUDITS_CONDITION AUDKEY to AUDITS AUDKEY AUDITS_CONDITION CONDKEY to CONDITION CONDKEY

TABLE NAME	**PARENT OR CHILD TABLE**
AUDITS_CONSERVATION	CHILD **Link Using:** AUDITS_CONSERVATION AUDITMKEY to AUDIT_ITEMS AUDITMKEY AUDITS_CONSERVATION AUDKEY to AUDITS AUDKEY AUDITS_CONSERVATION CONSKEY to CONSERVATION CONSKEY

TABLE NAME	**PARENT OR CHILD TABLE**
AUDITS_LOCATION	CHILD **Link Using:** AUDITS_LOCATION AUDITMKEY to AUDIT_ITEMS AUDITMKEY AUDITS_LOCATION AUDKEY to AUDITS AUDKEY AUDITS_LOCATION LOC_ID to LOCATION LOC_ID

TABLE NAME	**PARENT OR CHILD TABLE**

AUDITS_MEDIA	CHILD
	Link Using:
	AUDITS_MEDIA AUDITMKEY to AUDIT_ITEMS AUDITMKEY AUDITS_MEDIA AUDKEY to AUDITS AUDKEY AUDITS_MEDIA MEDIAKEY to MEDIA MEDIAKEY

CONDITION ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
CONDITION	PARENT
	Link Using:
	CONDITION M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**
CONDITION_CONSERVATION	CHILD
	Link Using:
	CONDITION_CONSERVATION CONDKEY to CONDITION CONDKEY
	CONDITION_CONSERVATION CONSKEY to CONSERVATION CONSKEY
	CONDITION_CONSERVATION M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**
CONDITION_MEDIA	CHILD
	Link Using:
	CONDITION_MEDIA CONDKEY to CONDITION CONDKEY CONDITION_MEDIA M_ID to CATALOGUE M_ID CONDITION_MEDIA MEDIAKEY to MEDIA MEDIAKEY

CONSERVATION ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
CONSERVATION	PARENT
	Link Using:
	CONSERVATION CONDKEY to CONDITION CONDKEY CONSERVATION M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**
CONSERVATION_DETAILS	CHILD

Link Using:

CONSERVATION_DETAILS CONSKEY to CONSERVATION CONSKEY

TABLE NAME	**PARENT OR CHILD TABLE**
CONSERVATION_FEES	CHILD
	Link Using:
	CONSERVATION_FEES CONSKEY to CONSERVATION CONSKEY

TABLE NAME	**PARENT OR CHILD TABLE**
CONSERVATION_MEDIA	CHILD
	Link Using:
	CONSERVATION_MEDIA CONSKEY to CONSERVATION CONSKEY CONSERVATION_MEDIA M_ID to CATALOGUE M_ID CONSERVATION_MEDIA MEDIAKEY to MEDIA MEDIAKEY

DAMAGE ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
DAMAGE	PARENT
	Link Using:
	DAMAGE M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**
DAMAGE_MEDIA	CHILD
	Link Using:
	DAMAGE_MEDIA DKEY to DAMAGE DKEY DAMAGE_MEDIA M_ID to CATALOGUE M_ID DAMAGE_MEDIA MEDIAKEY to MEDIA MEDIAKEY

DISPATCH ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
DISPATCH	PARENT
	Link Using:
	DISPATCH LINK_ID to PEOPLE LINK_ID

TABLE NAME	**PARENT OR CHILD TABLE**

DISPATCH_CONSERVATION	CHILD
	Link Using:
	DISPATCH_CONSERVATION CONSKEY to CONSERVATION CONSKEY
	DISPATCH_CONSERVATION DISPKEY to DISPATCH DISPKEY

TABLE NAME	**PARENT OR CHILD TABLE**
DISPATCH_DISPOSALS	CHILD
	Link Using:
	DISPATCH_DISPOSALS AKEY to ACQUISITIONS AKEY DISPATCH_DISPOSALS DISPKEY to DISPATCH DISPKEY

TABLE NAME	**PARENT OR CHILD TABLE**
DISPATCH_ENTRY	CHILD
	Link Using:
	DISPATCH_ENTRY DISPKEY to DISPATCH DISPKEY DISPATCH_ENTRY IKEY to ENTRY IKEY

TABLE NAME	**PARENT OR CHILD TABLE**
DISPATCH_ITEMS	CHILD
	Link Using:
	DISPATCH_ITEMS DISPKEY to DISPATCH DISPKEY DISPATCH_ITEMS LINK_ID to PEOPLE LINK_ID DISPATCH_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**
DISPATCH_LOANS	CHILD
	Link Using:
	DISPATCH_LOANS DISPKEY to DISPATCH DISPKEY DISPATCH_LOANS LITMKEY to LOAN_ITEM LITMKEY DISPATCH_LOANS LKEY to LOANS LKEY

TABLE NAME	**PARENT OR CHILD TABLE**
DISPATCH_MEDIA	CHILD
	Link Using:
	DISPATCH_MEDIA DISPKEY to DISPATCH DISPKEY DISPATCH_MEDIA MEDIAKEY to MEDIA MEDIAKEY

TABLE NAME	**PARENT OR CHILD TABLE**

DISPATCH_REPRODUCTION	CHILD **Link Using:** DISPATCH_REPRODUCTION DISPKEY to DISPATCH DISPKEY DISPATCH_REPRODUCTION RREQITMKEY to REPRODUCTIONS RREQITMKEY DISPATCH_REPRODUCTION RREQKEY to REPRODUCTIONS RREQKEY

DISPOSALS ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
DISPOSALS	PARENT
	Link Using:

TABLE NAME	**PARENT OR CHILD TABLE**
DISPOSAL_ITEMS	CHILD
	Link Using:
	DISPOSAL_ITEMS AKEY to ACQUISITIONS AKEY DISPOSAL_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**
DISPOSAL_SOURCES	CHILD
	Link Using:
	DISPOSAL_SOURCES AKEY to ACQUISITIONS AKEY DISPOSAL_SOURCES LINK_ID to PEOPLE LINK_ID DISPOSAL_SOURCES NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
DISPOSALS_MEDIA	CHILD
	Link Using:
	DISPOSALS_MEDIA AKEY to ACQUISITIONS AKEY DISPOSALS_MEDIA MEDIAKEY to MEDIA MEDIAKEY

ENTRY ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
ENTRY	PARENT
	Link Using:
	ENTRY LINK_ID to PEOPLE LINK_ID

TABLE NAME	**PARENT OR CHILD TABLE**
ENTRY_ACQUISITIONS	CHILD
	Link Using:
	ENTRY_ACQUISITIONS AKEY to ACQUISITIONS AKEY

ENTRY_ACQUISITIONS IKEY to ENTRY IKEY

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_CONDITION	CHILD
	Link Using:
	ENTRY_CONDITION CONDKEY to CONDITION CONDKEY ENTRY_CONDITION IKEY to ENTRY IKEY

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_CONSERVATION	CHILD
	Link Using:
	ENTRY_CONSERVATION CONSKEY to CONSERVATION CONSKEY ENTRY_CONSERVATION IKEY to ENTRY IKEY

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_EXHIBITIONS	CHILD
	Link Using:
	ENTRY_EXHIBITIONS EIKEY to EXHIBIT_ITEMS EIKEY ENTRY_EXHIBITIONS EKEY to EXHIBITIONS EKEY ENTRY_EXHIBITIONS IKEY to ENTRY IKEY

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_ITEMS	CHILD
	Link Using:
	ENTRY_ITEMS IKEY to ENTRY IKEY ENTRY_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_LOANS	CHILD
	Link Using:
	ENTRY_LOANS IKEY to ENTRY IKEY ENTRY_LOANS LITMKEY to LOAN_ITEM LITMKEY ENTRY_LOANS LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_LOCATION	CHILD
	Link Using:
	ENTRY_LOCATION IKEY to ENTRY IKEY ENTRY_LOCATION LOC_ID to LOCATION LOC_ID

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_MEDIA	CHILD
	Link Using:
	ENTRY_MEDIA IKEY to ENTRY IKEY ENTRY_MEDIA MEDIAKEY to MEDIA MEDIAKEY

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_REPRODUCTION	CHILD
	Link Using:
	ENTRY_REPRODUCTION IKEY to ENTRY IKEY ENTRY_REPRODUCTION RREQITMKEY to REPRODUCTIONS ENTRY_REPRODUCTION RREQKEY to REPRODUCTIONS
RREQKEY	

TABLE NAME	PARENT OR CHILD TABLE
ENTRY_VALUATION	CHILD
	Link Using:
	ENTRY_VALUATION IKEY to ENTRY IKEY ENTRY_VALUATION TRANS_ID to VALUATION TRANS_ID

EVENTS AUTHORITY

TABLE NAME	PARENT OR CHILD TABLE
EVENTS	PARENT
	Link Using:

TABLE NAME	PARENT OR CHILD TABLE
EVENT_COMPONENTS	CHILD
	Link Using:
	EVENT_COMPONENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
EVENT_DATES	CHILD
	Link Using:
	EVENT_DATES TIMEKEY to TIMELINE TIMEKEY EVENT_DATES VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE

EVENTS_FACILITIES	CHILD
	Link Using:
	EVENTS_FACILITIES LOCKEY to FACILITIES LOCKEY EVENTS_FACILITIES VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_ITEMS	CHILD
	Link Using:
	EVENTS_ITEMS MKEY to CATALOGUE MKEY EVENTS_ITEMS VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_MEDIA	CHILD
	Link Using:
	EVENTS_MEDIA MEDIAKEY to MEDIA MEDIAKEY EVENTS_MEDIA VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_PEOPLE	CHILD
	Link Using:
	EVENTS_PEOPLE LINK_ID to PEOPLE LINK_ID EVENTS_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY EVENTS_PEOPLE VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_PLACES	CHILD
	Link Using:
	EVENTS_PLACES PLACEKEY to PLACES PLACEKEY EVENTS_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY EVENTS_PLACES VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_PUBLICATIONS	CHILD
	Link Using:
	EVENTS_PUBLICATIONS PKEY to PUBLICATIONS PKEY EVENTS_PUBLICATIONS VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**

EVENTS_SITES	CHILD **Link Using:** EVENTS_SITES SKEY to SITES SKEY EVENTS_SITES VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_SUBJECTS	CHILD **Link Using:** EVENTS_SUBJECTS SUBKEY to SUBJECTS SUBKEY EVENTS_SUBJECTS VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_TAXONOMY	CHILD **Link Using:** EVENTS_TAXONOMY SPECKEY to TAXONOMY SPECKEY EVENTS_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY EVENTS_TAXONOMY VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_TERMS	CHILD **Link Using:** EVENTS_TERMS CLASS_ID to THESAURUS CLASS_ID EVENTS_TERMS THESVARKEY to THESAURUS_VARIATIONS EVENTS_TERMS VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
EVENTS_VESSELS	CHILD **Link Using:** EVENTS_VESSELS VBKEY to VESSELS VBKEY EVENTS_VESSELS VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**
RELATED_EVENTS	CHILD **Link Using:** RELATED_EVENTS RELATED_VKEY to EVENTS VKEY RELATED_EVENTS VKEY to EVENTS VKEY
TABLE NAME	**PARENT OR CHILD TABLE**

TIMELINE	CHILD **Link Using:** TIMELINE TABLE_KEY to PRIMARY KEY for table where ACTIONS are recorded.

EXHIBITION ACTIVITY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITIONS	PARENT **Link Using:** EXHIBITIONS PKEY to PUBLICATIONS PKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_FEES	CHILD **Link Using:** EXHIBITION_FEES EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_ITEM_FEES	CHILD **Link Using:** EXHIBITION_ITEM_FEES EIKEY to EXHIBIT_ITEMS EIKEY EXHIBITION_ITEM_FEES EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_ITEM_VENUES	CHILD **Link Using:** EXHIBITION_ITEM_VENUES EIKEY to EXHIBIT_ITEMS EIKEY EXHIBITION_ITEM_VENUES EKEY to EXHIBITIONS EKEY EXHIBITION_ITEM_VENUES LINK_ID to PEOPLE LINK_ID

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_ITEMS	CHILD **Link Using:** EXHIBITION_ITEMS EKEY to EXHIBITIONS EKEY EXHIBITION_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	**PARENT OR CHILD TABLE**

EXHIBITION_SPONSORS	CHILD
	Link Using:
	EXHIBITION_SPONSORS EKEY to EXHIBITIONS EKEY EXHIBITION_SPONSORS LINK_ID to PEOPLE LINK_ID

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_THEMES	CHILD
	Link Using:
	EXHIBITION_THEMES EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_EVENTS	CHILD
	Link Using:
	EXHIBITION_EVENTS EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_SUBJECTS	CHILD
	Link Using:
	EXHIBITION_SUBJECTS EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_PEOPLE	CHILD
	Link Using:
	EXHIBITION_PEOPLE EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_TERMS	CHILD
	Link Using:
	EXHIBITION_TERMS EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_PUBLICATIONS	CHILD
	Link Using:
	EXHIBITION_PUBLICATIONS EKEY to EXHIBITIONS EKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITION_THEMES	CHILD
	Link Using:

EXHIBITION_THEMES EKEY to EXHIBITIONS EKEY

TABLE NAME	PARENT OR CHILD TABLE
EXHIBITION_VENUES	CHILD
	Link Using:
	EXHIBITION_VENUES EKEY to EXHIBITIONS EKEY EXHIBITION_VENUES LINK_ID to PEOPLE LINK_ID

TABLE NAME	PARENT OR CHILD TABLE
EXHIBITIONS_CONSERVATION	CHILD
	Link Using:
	EXHIBITIONS_CONSERVATION CONSKEY to CONSERVATION CONSKEY EXHIBITIONS_CONSERVATION EIKEY to EXHIBIT_ITEMS EIKEY EXHIBITIONS_CONSERVATION EKEY to EXHIBITIONS EKEY

TABLE NAME	PARENT OR CHILD TABLE
EXHIBITIONS_INSURANCE	CHILD
	Link Using:
	EXHIBITIONS_INSURANCE EIKEY to EXHIBIT_ITEMS EIKEY EXHIBITIONS_INSURANCE EKEY to EXHIBITIONS EKEY EXHIBITIONS_INSURANCE INSKEY to INSURANCE INSKEY

TABLE NAME	PARENT OR CHILD TABLE
EXHIBITIONS_LINKS	CHILD
	Link Using:
	EXHIBITIONS_LINKS EKEY to EXHIBITIONS EKEY

TABLE NAME	PARENT OR CHILD TABLE
EXHIBITIONS_LOANS	CHILD
	Link Using:
	EXHIBITIONS_LOANS EIKEY to EXHIBIT_ITEMS EIKEY EXHIBITIONS_LOANS EKEY to EXHIBITIONS EKEY EXHIBITIONS_LOANS LITMKEY to LOAN_ITEM LITMKEY EXHIBITIONS_LOANS LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
EXHIBITIONS_LOCATION	CHILD
	Link Using:

EXHIBITIONS_LOCATION EIKEY to EXHIBIT_ITEMS EIKEY
EXHIBITIONS_LOCATION EKEY to EXHIBITIONS EKEY
EXHIBITIONS_LOCATION LOC_ID to LOCATION LOC_ID

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITIONS_MEDIA	CHILD
	Link Using:
	EXHIBITIONS_MEDIA EIKEY to EXHIBIT_ITEMS EIKEY EXHIBITIONS_MEDIA EKEY to EXHIBITIONS EKEY EXHIBITIONS_MEDIA MEDIAKEY to MEDIA MEDIAKEY

TABLE NAME	**PARENT OR CHILD TABLE**
EXHIBITIONS_REPRODUCTION	CHILD
	Link Using:
	EXHIBITIONS_REPRODUCTION EIKEY to EXHIBIT_ITEMS EIKEY EXHIBITIONS_REPRODUCTION EKEY to EXHIBITIONS EKEY EXHIBITIONS_REPRODUCTION RREQITMKEY to
REPRODUCTIONS	
	RREQITMKEY EXHIBITIONS_REPRODUCTION RREQKEY to REPRODUCTIONS

FACILITIES AUTHORITY

TABLE NAME	**PARENT OR CHILD TABLE**
FACILITIES	PARENT
	Link Using:
	FACILITIES BROADER_LOCKEY to FACILITIES LOCKEY

TABLE NAME	**PARENT OR CHILD TABLE**
FACILITIES_EVENTS	CHILD
	Link Using:
	FACILITIES_EVENTS LOCKEY to FACILITIES LOCKEY FACILITIES_EVENTS VKEY to EVENTS VKEY

TABLE NAME	**PARENT OR CHILD TABLE**
FACILITIES_ITEMS	CHILD
	Link Using:
	FACILITIES_ITEMS LOCKEY to FACILITIES LOCKEY FACILITIES_ITEMS MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_MEDIA	CHILD
	Link Using:
	FACILITIES_MEDIA LOCKEY to FACILITIES LOCKEY FACILITIES_MEDIA MEDIAKEY to MEDIA MEDIAKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_PEOPLE	CHILD
	Link Using:
	FACILITIES_PEOPLE LINK_ID to PEOPLE LINK_ID FACILITIES_PEOPLE LOCKEY to FACILITIES LOCKEY FACILITIES_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_PLACES	CHILD
	Link Using:
	FACILITIES_PLACES LOCKEY to FACILITIES LOCKEY FACILITIES_PLACES PLACEKEY to PLACES PLACEKEY FACILITIES_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_PUBLICATIONS	CHILD
	Link Using:
	FACILITIES_PUBLICATIONS LOCKEY to FACILITIES LOCKEY FACILITIES_PUBLICATIONS PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_SITES	CHILD
	Link Using:
	FACILITIES_SITES LOCKEY to FACILITIES LOCKEY FACILITIES_SITES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_SUBJECTS	CHILD
	Link Using:
	FACILITIES_SUBJECTS LOCKEY to FACILITIES LOCKEY FACILITIES_SUBJECTS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_TAXONOMY	CHILD
	Link Using:
	FACILITIES_TAXONOMY LOCKEY to FACILITIES LOCKEY FACILITIES_TAXONOMY SPECKEY to TAXONOMY SPECKEY FACILITIES_TAXONOMY TAXVARKEY to
TAXONOMY_VARIATIONS	
	TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_TERMS	CHILD
	Link Using:
	FACILITIES_TERMS CLASS_ID to THESAURUS CLASS_ID FACILITIES_TERMS THESVARKEY to THESAURUS_VARIATIONS THESVARKEY FACILITIES_TERMSLOCKEY to FACILITIES LOCKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITIES_VESSELS	CHILD
	Link Using:
	FACILITIES_VESSELS LOCKEY to FACILITIES LOCKEY FACILITIES_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
FACILITY_LEVELS	CHILD
	Link Using:
	FACILITY_LEVELS LOCKEY to FACILITIES LOCKEY

TABLE NAME	PARENT OR CHILD TABLE
RELATED_FACILITIES	CHILD
	Link Using:
	RELATED_FACILITIES LOCKEY to FACILITIES LOCKEY RELATED_FACILITIES RELRECKEY to FACILITIES LOCKEY

GROUPS

TABLE NAME	PARENT OR CHILD TABLE
GROUPS	PARENT

TABLE NAME	PARENT OR CHILD TABLE
GROUP_MEMBERS	CHILD **Link Using:** GROUP_MEMBERS TABLE_KEY to PRIMARY KEY for table where group was created. EXAMPLE: Object Authority groups are linked on the M_ID. People groups are linked on the LINK_ID.

HAZARD ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
HAZARD	PARENT **Link Using:** HAZARD M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE
HAZARD_ACTIONS	CHILD **Link Using:** HAZARD HKEY to HAZARD_ACTIONS HKEY

TABLE NAME	PARENT OR CHILD TABLE
HAZARD_RATINGS	CHILD **Link Using:** HAZARD HKEY to HAZARD_RATINGS HKEY

INSURANCE ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
INSURANCE	PARENT **Link Using:** INSURANCE LINK_ID to PEOPLE LINK_ID

TABLE NAME	PARENT OR CHILD TABLE
INSURANCE_ITEMS	CHILD **Link Using:**

INSURANCE_ITEMS INSKEY to INSURANCE INSKEY
INSURANCE_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE
INSURANCE_MEDIA	CHILD
	Link Using:
	INSURANCE_MEDIA INSKEY to INSURANCE INSKEY INSURANCE_MEDIA MEDIAKEY to MEDIA MEDIAKEY

LOANS ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
LOANS	PARENT
	Link Using:
	LOANS LINK_ID to PEOPLE LINK_ID

TABLE NAME	PARENT OR CHILD TABLE
LOAN_FEES	CHILD
	Link Using:
	LOAN_FEES LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
LOAN_ITEM_FEES	CHILD
	Link Using:
	LOAN_ITEM_FEES LITMKEY to LOAN_ITEM LITMKEY LOAN_ITEM_FEES LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
LOAN_ITEM_SHIPPING	CHILD
	Link Using:
	LOAN_ITEM_SHIPPING LINK_ID to PEOPLE LINK_ID LOAN_ITEM_SHIPPING LITMKEY to LOAN_ITEM LITMKEY

TABLE NAME	PARENT OR CHILD TABLE
LOAN_ITEM_VENUES	CHILD
	Link Using:
	LOAN_ITEM_VENUES LINK_ID to PEOPLE LINK_ID LOAN_ITEM_VENUES LITMKEY to LOAN_ITEM LITMKEY

LOAN_ITEM_VENUES LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
LOAN_ITEMS	CHILD
	Link Using:
	LOAN_ITEMS LKEY to LOANS LKEY LOAN_ITEMS M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE
LOAN_VENUES	CHILD
	Link Using:
	LOAN_VENUES LINK_ID to PEOPLE LINK_ID LOAN_VENUES LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
LOANS_CONSERVATION	CHILD
	Link Using:
	LOANS_CONSERVATION CONSKEY to CONSERVATION CONSKEY LOANS_CONSERVATION LITMKEY to LOAN_ITEM LITMKEY LOANS_CONSERVATION LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
LOANS_INSURANCE	CHILD
	Link Using:
	LOANS_INSURANCE INSKEY to INSURANCE INSKEY LOANS_INSURANCE LITMKEY to LOAN_ITEM LITMKEY LOANS_INSURANCE LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
LOANS_LINKS	CHILD
	Link Using:
	LOANS_LINKS LKEY to LOANS LKEY

TABLE NAME	PARENT OR CHILD TABLE
LOANS_LOCATION	CHILD
	Link Using:
	LOANS_LOCATION LITMKEY to LOAN_ITEM LITMKEY LOANS_LOCATION LKEY to LOANS LKEY LOANS_LOCATION LOC_ID to LOCATION LOC_ID

TABLE NAME	PARENT OR CHILD TABLE
LOANS_MEDIA	CHILD
	Link Using:
	LOANS_MEDIA LITMKEY to LOAN_ITEM LITMKEY LOANS_MEDIA LKEY to LOANS LKEY LOANS_MEDIA MEDIAKEY to MEDIA MEDIAKEY

TABLE NAME	PARENT OR CHILD TABLE
LOANS_REPRODUCTION	CHILD
	Link Using:
	LOANS_REPRODUCTION LITMKEY to LOAN_ITEM LITMKEY LOANS_REPRODUCTION LKEY to LOANS LKEY LOANS_REPRODUCTION RREQITMKEY to REPRODUCTIONS LOANS_REPRODUCTION RREQKEY to REPRODUCTIONS

RREQKEY

LOCATION ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
LOCATION	PARENT
	Link Using:
	LOCATION EKEY to EXHIBITIONS EKEY LOCATION LOCKEY to FACILITIES LOCKEY LOCATION M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE
LOCATION_MEDIA	CHILD
	Link Using:
	LOCATION_MEDIA LOC_ID to LOCATION LOC_ID LOCATION_MEDIA M_ID to CATALOGUE M_ID LOCATION_MEDIA MEDIAKEY to MEDIA MEDIAKEY

LOSS ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
LOSS	PARENT
	Link Using:
	LOSS M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE
LOSS_MEDIA	CHILD
	Link Using:
	LOSS_MEDIA LOSSKEY to LOSS LOSSKEY LOSS_MEDIA M_ID to CATALOGUE M_ID LOSS_MEDIA MEDIAKEY to MEDIA MEDIAKEY

MEDIA AUTHORITY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA	PARENT
	Link Using:
	MEDIA BROADER_KEY to MEDIA MEDIAKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_DESCRIPTORS	CHILD
	Link Using:
	MEDIA_DESCRIPTORS MEDIAKEY to MEDIA MEDIAKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_EVENTS	CHILD
	Link Using:
	MEDIA_EVENTS MEDIAKEY to MEDIA MEDIAKEY MEDIA_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_FACILITIES	CHILD
	Link Using:
	MEDIA_FACILITIES LOCKEY to FACILITIES LOCKEY MEDIA_FACILITIES MEDIAKEY to MEDIA MEDIAKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_ITEMS	CHILD
	Link Using:
	MEDIA_ITEMS MEDIAKEY to MEDIA MEDIAKEY MEDIA_ITEMS MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_PEOPLE	CHILD
	Link Using:
	MEDIA_PEOPLE LINK_ID to PEOPLE LINK_ID MEDIA_PEOPLE MEDIAKEY to MEDIA MEDIAKEY MEDIA_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_PLACES	CHILD
	Link Using:
	MEDIA_PLACES MEDIAKEY to MEDIA MEDIAKEY MEDIA_PLACES PLACEKEY to PLACES PLACEKEY MEDIA_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_PUBLICATIONS	CHILD
	Link Using:
	MEDIA_PUBLICATIONS MEDIAKEY to MEDIA MEDIAKEY MEDIA_PUBLICATIONS PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_SITES	CHILD
	Link Using:
	MEDIA_SITES MEDIAKEY to MEDIA MEDIAKEY MEDIA_SITES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_SUBJECTS	CHILD
	Link Using:
	MEDIA_SUBJECTS MEDIAKEY to MEDIA MEDIAKEY MEDIA_SUBJECTS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_TAXONOMY	CHILD
	Link Using:
	MEDIA_TAXONOMY MEDIAKEY to MEDIA MEDIAKEY MEDIA_TAXONOMY SPECKEY to TAXONOMY SPECKEY MEDIA_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS

TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_TERMS	CHILD
	Link Using:
	MEDIA_TERMS CLASS_ID to THESAURUS CLASS_ID MEDIA_TERMS MEDIAKEY to MEDIA MEDIAKEY MEDIA_TERMS THESVARKEY to THESAURUS_VARIATIONS

THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
MEDIA_VESSELS	CHILD
	Link Using:
	MEDIA_VESSELS MEDIAKEY to MEDIA MEDIAKEY MEDIA_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
RELATED_MEDIA	CHILD
	Link Using:
	RELATED_MEDIA MEDIAKEY to MEDIA MEDIAKEY RELATED_MEDIA RELRECKEY to MEDIA MEDIAKEY

OBJECTS AUTHORITY

TABLE NAME	PARENT OR CHILD TABLE
CATALOGUE	PARENT
	Link Using:
	CATALOGUE PARENT_KEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
ACCESSORIES	CHILD
	Link Using:
	ACCESSORIES MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
COMPONENTS	CHILD
	Link Using:
	COMPONENTS MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
CULTURES	CHILD
	Link Using:
	CULTURES MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
DATE_COLLECTED	CHILD
	Link Using:
	DATE_COLLECTED MKEY to CATALOGUE MKEY DATE_COLLECTED TIMEKEY to TIMELINE TIMEKEY

TABLE NAME	PARENT OR CHILD TABLE
DATE_MADE	CHILD
	Link Using:
	DATE_MADE MKEY to CATALOGUE MKEY DATE_MADE TIMEKEY to TIMELINE TIMEKEY

TABLE NAME	PARENT OR CHILD TABLE
INSCRIPTIONS	CHILD
	Link Using:
	INSCRIPTIONS MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEM_COLLECTION	CHILD
	Link Using:
	ITEM_COLLECTION MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEM_DATES	CHILD
	Link Using:
	ITEM_DATES MKEY to CATALOGUE MKEY ITEM_DATES TIMEKEY to TIMELINE TIMEKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEM_DESCRIPTIONS	CHILD
	Link Using:
	ITEM_DESCRIPTIONS MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEM_NAMES	CHILD
	Link Using:
	ITEM_NAMES MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEM_USAGE	CHILD
	Link Using:
	ITEM_USAGE MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEMS_COLLECTORS	CHILD
	Link Using:
	ITEMS_COLLECTORS LINK_ID to PEOPLE LINK_ID ITEMS_COLLECTORS MKEY to CATALOGUE MKEY ITEMS_COLLECTORS NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEMS_EVENTS	CHILD
	Link Using:
	ITEMS_EVENTS MKEY to CATALOGUE MKEY ITEMS_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEMS_FACILITIES	CHILD
	Link Using:
	ITEMS_FACILITIES LOCKEY to FACILITIES LOCKEY ITEMS_FACILITIES MKEY to CATALOGUE MKEY

TABLE NAME	PARENT OR CHILD TABLE
ITEMS_MAKERS	CHILD
	Link Using:
	ITEMS_MAKERS LINK_ID to PEOPLE LINK_ID ITEMS_MAKERS MKEY to CATALOGUE MKEY ITEMS_MAKERS NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	PARENT OR CHILD TABLE

ITEMS_MEDIA	CHILD
	Link Using:
	ITEMS_MEDIA MEDIAKEY to MEDIA MEDIAKEY ITEMS_MEDIA MKEY to CATALOGUE MKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_OWNERS	CHILD
	Link Using:
	ITEMS_OWNERS LINK_ID to PEOPLE LINK_ID ITEMS_OWNERS MKEY to CATALOGUE MKEY ITEMS_OWNERS NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_PEOPLE	CHILD
	Link Using:
	ITEMS_PEOPLE LINK_ID to PEOPLE LINK_ID ITEMS_PEOPLE MKEY to CATALOGUE MKEY ITEMS_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_PLACES	CHILD
	Link Using:
	ITEMS_PLACES MKEY to CATALOGUE MKEY ITEMS_PLACES PLACEKEY to PLACES PLACEKEY ITEMS_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_PLACES_COLLECTED	CHILD
	Link Using:
	ITEMS_PLACES_COLLECTED MKEY to CATALOGUE MKEY ITEMS_PLACES_COLLECTED PLACEKEY to PLACES PLACEKEY ITEMS_PLACES_COLLECTED PLACEVARKEY to
PLACE_VARIATIONS	
	PLACEKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_PLACES_MADE	CHILD
	Link Using:
	ITEMS_PLACES_MADE MKEY to CATALOGUE MKEY

ITEMS_PLACES_MADE PLACEKEY to PLACES PLACEKEY
ITEMS_PLACES_MADE PLACEVARKEY to PLACE_VARIATIONS
PLACEKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_PUBLICATIONS	CHILD
	Link Using:
	ITEMS_PUBLICATIONS MKEY to CATALOGUE MKEY ITEMS_PUBLICATIONS PKEY to PUBLICATIONS PKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_SITES	CHILD
	Link Using:
	ITEMS_SITES MKEY to CATALOGUE MKEY ITEMS_SITES SKEY to SITES SKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_SUBJECTS	CHILD
	Link Using:
	ITEMS_SUBJECTS MKEY to CATALOGUE MKEY ITEMS_SUBJECTS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_TAXONOMY	CHILD
	Link Using:
	ITEMS_TAXONOMY MKEY to CATALOGUE MKEY ITEMS_TAXONOMY SPECKEY to TAXONOMY SPECKEY ITEMS_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS

TAXVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
ITEMS_TERMS	CHILD
	Link Using:
	ITEMS_TERMS CLASS_ID to THESAURUS CLASS_ID ITEMS_TERMS MKEY to CATALOGUE MKEY ITEMS_TERMS THESVARKEY to THESAURUS_VARIATIONS

THESVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**

LEGAL_STATUS	CHILD **Link Using:** LEGAL_STATUS MKEY to CATALOGUE MKEY
TABLE NAME	**PARENT OR CHILD TABLE**
MEASUREMENTS	CHILD **Link Using:** MEASUREMENTS MKEY to CATALOGUE MKEY
TABLE NAME	**PARENT OR CHILD TABLE**
MULTIFIELDS	CHILD **Link Using:** MULTIFIELDS MKEY to CATALOGUE MKEY
TABLE NAME	**PARENT OR CHILD TABLE**
OTHER_MEASUREMENTS	CHILD **Link Using:** OTHER_MEASUREMENTS MKEY to CATALOGUE MKEY
TABLE NAME	**PARENT OR CHILD TABLE**
OTHER_NUMBERS	CHILD **Link Using:** OTHER_NUMBERS MKEY to CATALOGUE MKEY
TABLE NAME	**PARENT OR CHILD TABLE**
PHYSICAL_DESCRIPTORS	CHILD **Link Using:** PHYSICAL_DESCRIPTORS CLASS_ID to THESAURUS CLASS_ID PHYSICAL_DESCRIPTORS MKEY to CATALOGUE MKEY
TABLE NAME	**PARENT OR CHILD TABLE**
RELATED_ITEMS	CHILD **Link Using:** RELATED_ITEMS RELRECKEY to CATALOGUE MKEY RELATED_ITEMS MKEY to CATALOGUE MKEY
TABLE NAME	**PARENT OR CHILD TABLE**
TITLES	CHILD

Link Using:
TITLES MKEY to CATALOGUE MKEY

PEOPLE AUTHORITY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE	PARENT
	Link Using:
	PEOPLE LINK_ID to PEOPLE LINK_ID

TABLE NAME	**PARENT OR CHILD TABLE**
COLLECTORS_ITEMS	CHILD
	Link Using:
	COLLECTORS_ITEMS LINK_ID to PEOPLE LINK_ID COLLECTORS_ITEMS MKEY to CATALOGUE MKEY COLLECTORS_ITEMS NVARKEY to PEOPLE_VARIATIONS
NVARKEY	

TABLE NAME	**PARENT OR CHILD TABLE**
OWNERS_ITEMS	CHILD
	Link Using:
	OWNERS_ITEMS LINK_ID to PEOPLE LINK_ID OWNERS_ITEMS MKEY to CATALOGUE MKEY OWNERS_ITEMS NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_CONTACTS	CHILD
	Link Using:
	PEOPLE_CONTACTS LINK_ID to PEOPLE LINK_ID

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_DATES	CHILD
	Link Using:
	PEOPLE_DATES LINK_ID to PEOPLE LINK_ID PEOPLE_DATES TIMEKEY to TIMELINE TIMEKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_EVENTS	CHILD
	Link Using:

PEOPLE_EVENTS LINK_ID to PEOPLE LINK_ID
PEOPLE_EVENTS NVARKEY to PEOPLE_VARIATIONS NVARKEY
PEOPLE_EVENTS VKEY to EVENTS VKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_FACILITIES	CHILD
	Link Using:
	PEOPLE_FACILITIES LINK_ID to PEOPLE LINK_ID PEOPLE_FACILITIES LOCKEY to FACILITIES LOCKEY PEOPLE_FACILITIES NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_ITEMS	CHILD
	Link Using:
	PEOPLE_ITEMS LINK_ID to PEOPLE LINK_ID PEOPLE_ITEMS MKEY to CATALOGUE MKEY PEOPLE_ITEMS NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_MEDIA	CHILD
	Link Using:
	PEOPLE_MEDIA LINK_ID to PEOPLE LINK_ID PEOPLE_MEDIA MEDIAKEY to MEDIA MEDIAKEY PEOPLE_MEDIA NVARKEY to PEOPLE_VARIATIONS NVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_PLACES	CHILD
	Link Using:
	PEOPLE_PLACES LINK_ID to PEOPLE LINK_ID PEOPLE_PLACES NVARKEY to PEOPLE_VARIATIONS NVARKEY PEOPLE_PLACES PLACEKEY to PLACES PLACEKEY PEOPLE_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_PUBLICATIONS	CHILD
	Link Using:
	PEOPLE_PUBLICATIONS LINK_ID to PEOPLE LINK_ID PEOPLE_PUBLICATIONS NVARKEY to PEOPLE_VARIATIONS NVARKEY

PEOPLE_PUBLICATIONS PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE
PEOPLE_SITES	CHILD
	Link Using:
	PEOPLE_SITES LINK_ID to PEOPLE LINK_ID PEOPLE_SITES NVARKEY to PEOPLE_VARIATIONS NVARKEY PEOPLE_SITES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
PEOPLE_SUBJECTS	CHILD
	Link Using:
	PEOPLE_SUBJECTS LINK_ID to PEOPLE LINK_ID PEOPLE_SUBJECTS NVARKEY to PEOPLE_VARIATIONS NVARKEY PEOPLE_SUBJECTS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE
PEOPLE_TAXONOMY	CHILD
	Link Using:
	PEOPLE_TAXONOMY LINK_ID to PEOPLE LINK_ID PEOPLE_TAXONOMY NVARKEY to PEOPLE_VARIATIONS NVARKEY PEOPLE_TAXONOMY SPECKEY to TAXONOMY SPECKEY PEOPLE_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
PEOPLE_TERMS	CHILD
	Link Using:
	PEOPLE_TERMS CLASS_ID to THESAURUS CLASS_ID PEOPLE_TERMS LINK_ID to PEOPLE LINK_ID PEOPLE_TERMS NVARKEY to PEOPLE_VARIATIONS NVARKEY PEOPLE_TERMS THESVARKEY to THESAURUS_VARIATIONS

TABLE NAME	PARENT OR CHILD TABLE
PEOPLE_VARIATIONS	CHILD
	Link Using:
	PEOPLE_VARIATIONS LINK_ID to PEOPLE LINK_ID PEOPLE_VARIATIONS NVARKEY to PEOPLE_VARIATIONS

NVARKEY

TABLE NAME	PARENT OR CHILD TABLE
RELATED_PEOPLE	CHILD
	Link Using:
	RELATED_PEOPLE LINK_ID to PEOPLE LINK_ID RELATED_PEOPLE RELRECKEY to PEOPLE LINK_ID

PLACES AUTHORITY

TABLE NAME	PARENT OR CHILD TABLE
PLACES	PARENT
	Link Using:
	PLACES BROADER_KEY to PLACES PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
PLACE_COORDINATES	CHILD
	Link Using:
	PLACE_COORDINATES PLACEKEY to PLACES PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
PLACE_VARIATIONS	CHILD
	Link Using:
	PLACE_VARIATIONS PLACEKEY to PLACES PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
PLACES_COLLECTED_ITEMS	CHILD
	Link Using:
	PLACES_COLLECTED_ITEMS MKEY to CATALOGUE MKEY PLACES_COLLECTED_ITEMS PLACEKEY to PLACES PLACEKEY PLACES_COLLECTED_ITEMS PLACEVARKEY to
PLACE_VARIATIONS	
	PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
PLACES_COLLECTED_VESSELS	CHILD
	Link Using:
	PLACES_COLLECTED_VESSELS PLACEKEY to PLACES PLACEKEY PLACES_COLLECTED_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
PLACES_EVENTS	CHILD
	Link Using:
	PLACES_EVENTS PLACEKEY to PLACES PLACEKEY PLACES_EVENTS PLACEVARKEY to PLACE_VARIATIONS
PLACEKEY	
	PLACES_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
PLACES_FACILITIES	CHILD
	Link Using:
	PLACES_FACILITIES LOCKEY to FACILITIES LOCKEY PLACES_FACILITIES PLACEKEY to PLACES PLACEKEY PLACES_FACILITIES PLACEVARKEY to PLACE_VARIATIONS
PLACEKEY	

TABLE NAME	PARENT OR CHILD TABLE
PLACES_ITEMS	CHILD
	Link Using:
	PLACES_ITEMS MKEY to CATALOGUE MKEY PLACES_ITEMS PLACEKEY to PLACES PLACEKEY PLACES_ITEMS PLACEVARKEY to PLACE_VARIATIONS PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
PLACES_MADE_ITEMS	CHILD
	Link Using:
	PLACES_MADE_ITEMS MKEY to CATALOGUE MKEY PLACES_MADE_ITEMS PLACEKEY to PLACES PLACEKEY PLACES_MADE_ITEMS PLACEVARKEY to PLACE_VARIATIONS
PLACEKEY	

TABLE NAME	PARENT OR CHILD TABLE
PLACES_MADE_VESSELS	CHILD
	Link Using:
	PLACES_MADE_VESSELS PLACEKEY to PLACES PLACEKEY PLACES_MADE_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE

PLACES_MEDIA	CHILD **Link Using:** PLACES_MEDIA MEDIAKEY to MEDIA MEDIAKEY PLACES_MEDIA PLACEKEY to PLACES PLACEKEY PLACES_MEDIA PLACEVARKEY to PLACE_VARIATIONS PLACEKEY
TABLE NAME	**PARENT OR CHILD TABLE**
PLACES_PEOPLE	CHILD **Link Using:** PLACES_PEOPLE LINK_ID to PEOPLE LINK_ID PLACES_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY PLACES_PEOPLE PLACEKEY to PLACES PLACEKEY PLACES_PEOPLE PLACEVARKEY to PLACE_VARIATIONS PLACEKEY
TABLE NAME	**PARENT OR CHILD TABLE**
PLACES_PUBLICATIONS	CHILD **Link Using:** PLACES_PUBLICATIONS PKEY to PUBLICATIONS PKEY PLACES_PUBLICATIONS PLACEKEY to PLACES PLACEKEY PLACES_PUBLICATIONS PLACEVARKEY to PLACE_VARIATIONS PLACEKEY
TABLE NAME	**PARENT OR CHILD TABLE**
PLACES_SITES	CHILD **Link Using:** PLACES_SITES PLACEKEY to PLACES PLACEKEY PLACES_SITES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY PLACES_SITES SKEY to SITES SKEY
TABLE NAME	**PARENT OR CHILD TABLE**
PLACES_SUBJECTS	CHILD **Link Using:** PLACES_SUBJECTS PLACEKEY to PLACES PLACEKEY PLACES_SUBJECTS PLACEVARKEY to PLACE_VARIATIONS PLACEKEY PLACES_SUBJECTS SUBKEY to SUBJECTS SUBKEY
TABLE NAME	**PARENT OR CHILD TABLE**

PLACES_TAXONOMY	CHILD
	Link Using:
	PLACES_TAXONOMY PLACEKEY to PLACES PLACEKEY PLACES_TAXONOMY PLACEVARKEY to PLACE_VARIATIONS
PLACEKEY	
	PLACES_TAXONOMY SPECKEY to TAXONOMY SPECKEY PLACES_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PLACES_TERMS	CHILD
	Link Using:
	PLACES_TERMS CLASS_ID to THESAURUS CLASS_ID PLACES_TERMS PLACEKEY to PLACES PLACEKEY PLACES_TERMS PLACEVARKEY to PLACE_VARIATIONS
PLACEKEY	
	PLACES_TERMS THESVARKEY to THESAURUS_VARIATIONS

TABLE NAME	**PARENT OR CHILD TABLE**
RELATED_PLACES	CHILD
	Link Using:
	RELATED_PLACES PLACEKEY to PLACES PLACEKEY RELATED_PLACES RELRECKEY to PLACES PKEY

PUBLICATIONS AUTHORITY

TABLE NAME	**PARENT OR CHILD TABLE**
PUBLICATIONS	PARENT
	Link Using:

TABLE NAME	**PARENT OR CHILD TABLE**
PUBLICATION_NUMBERS	CHILD
	Link Using:
	PUBLICATION_NUMBERS PKEY to PUBLICATIONS PKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PUBLICATIONS_EVENTS	CHILD
	Link Using:
	PUBLICATIONS_EVENTS PKEY to PUBLICATIONS PKEY

PUBLICATIONS_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_FACILITIES	CHILD
	Link Using: PUBLICATIONS_FACILITIES LOCKEY to FACILITIES LOCKEY PUBLICATIONS_FACILITIES PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_ITEMS	CHILD
	Link Using: PUBLICATIONS_ITEMS MKEY to CATALOGUE MKEY PUBLICATIONS_ITEMS PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_MEDIA	CHILD
	Link Using: PUBLICATIONS_MEDIA MEDIAKEY to MEDIA MEDIAKEY PUBLICATIONS_MEDIA PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_PEOPLE	CHILD
	Link Using: PUBLICATIONS_PEOPLE LINK_ID to PEOPLE LINK_ID PUBLICATIONS_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY PUBLICATIONS_PEOPLE PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_PLACES	CHILD
	Link Using: PUBLICATIONS_PLACES PKEY to PUBLICATIONS PKEY PUBLICATIONS_PLACES PLACEKEY to PLACES PLACEKEY PUBLICATIONS_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_SITES	CHILD
	Link Using: PUBLICATIONS_SITES PKEY to PUBLICATIONS PKEY PUBLICATIONS_SITES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_SUBJECTS	CHILD
	Link Using: PUBLICATIONS_SUBJECTS PKEY to PUBLICATIONS PKEY PUBLICATIONS_SUBJECTS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_TAXONOMY	CHILD
	Link Using: PUBLICATIONS_TAXONOMY PKEY to PUBLICATIONS PKEY PUBLICATIONS_TAXONOMY SPECKEY to TAXONOMY SPECKEY PUBLICATIONS_TAXONOMY TAXVARKEY to
TAXONOMY_VARIATIONS	
	TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_TERMS	CHILD
	Link Using: PUBLICATIONS_TERMS CLASS_ID to THESAURUS CLASS_ID PUBLICATIONS_TERMS PKEY to PUBLICATIONS PKEY PUBLICATIONS_TERMS THESVARKEY to
THESAURUS_VARIATIONS	
	THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
RELATED_PUBLICATIONS	CHILD
	Link Using: RELATED_PUBLICATIONS PKEY to PUBLICATIONS PKEY RELATED_PUBLICATIONS RELRECKEY to PUBLICATIONS PKEY

REPRO REQ ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
REPRODUCTION	PARENT
	Link Using: REPRODUCTION LINK_ID to PEOPLE LINK_ID REPRODUCTION PKEY to PUBLICATIONS PKEY

TABLE NAME	PARENT OR CHILD TABLE

REPRODUCTION_FEES	CHILD **Link Using:** REPRODUCTION_FEES RREQKEY to REPRODUCTIONS RREQKEY

TABLE NAME	**PARENT OR CHILD TABLE**
REPRODUCTION_ITEM_FEES	CHILD **Link Using:** REPRODUCTION_ITEM_FEES RREQITMKEY to REPRODUCTIONS RREQITMKEY REPRODUCTION_ITEM_FEES RREQKEY to REPRODUCTIONS RREQKEY

TABLE NAME	**PARENT OR CHILD TABLE**
REPRODUCTION_ITEMS	CHILD **Link Using:** REPRODUCTION_ITEMS RREQKEY to REPRODUCTIONS RREQKEY REPRODUCTION_ ITEMS REFKEY to MEDIA MEDIAKEY where RECORD_TYPE = 'media' REPRODUCTION_ ITEMS.REFKEY to CATALOGUE M_ID where RECORD_TYPE = 'object'

SITES AUTHORITY

TABLE NAME	**PARENT OR CHILD TABLE**
SITES	PARENT **Link Using:**

TABLE NAME	**PARENT OR CHILD TABLE**
RELATED_SITES	CHILD **Link Using:** RELATED_SITES RELATEDSKEY to SITES SKEY RELATED_SITES RELRECKEY to SITES SKEY RELATED_SITES SKEY to SITES SKEY

TABLE NAME	**PARENT OR CHILD TABLE**
SITE_COLLECTIONS	CHILD **Link Using:** SITE_COLLECTIONS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_COMPONENTS	CHILD **Link Using:** SITE_COMPONENTS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_COORDINATES	CHILD **Link Using:** SITE_COORDINATES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_CULTURES	CHILD **Link Using:** SITE_CULTURES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_DATES	CHILD **Link Using:** SITE_DATES SKEY to SITES SKEY SITE_DATES TIMEKEY to TIMELINE TIMEKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_EXCAVATIONS	CHILD **Link Using:** SITE_EXCAVATIONS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_FEATURES	CHILD **Link Using:** SITE_FEATURES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_MAPS	CHILD **Link Using:** SITE_MAPS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_MEASUREMENTS	CHILD

Link Using:
SITE_MEASUREMENTS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_OTHER_NUMBERS	CHILD

Link Using:
SITE_OTHER_NUMBERS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_PERMITS	CHILD

Link Using:
SITE_PERMITS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_PHOTOS	CHILD

Link Using:
SITE_PHOTOS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITE_SURVEYS	CHILD

Link Using:
SITE_SURVEYS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_EVENTS	CHILD

Link Using:
SITES_EVENTS SKEY to SITES SKEY
SITES_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_FACILITIES	CHILD

Link Using:
SITES_FACILITIES LOCKEY to FACILITIES LOCKEY
SITES_FACILITIES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_ITEMS	CHILD

Link Using:
SITES_ITEMS MKEY to CATALOGUE MKEY
SITES_ITEMS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_MEDIA	CHILD **Link Using:** SITES_MEDIA MEDIAKEY to MEDIA MEDIAKEY SITES_MEDIA SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_PEOPLE	CHILD **Link Using:** SITES_PEOPLE LINK_ID to PEOPLE LINK_ID SITES_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY SITES_PEOPLE SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_PLACES	CHILD **Link Using:** SITES_PLACES PLACEKEY to PLACES PLACEKEY SITES_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY SITES_PLACES SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_PUBLICATIONS	CHILD **Link Using:** SITES_PUBLICATIONS PKEY to PUBLICATIONS PKEY SITES_PUBLICATIONS SKEY to SITES SKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_SUBJECTS	CHILD **Link Using:** SITES_SUBJECTS SKEY to SITES SKEY SITES_SUBJECTS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_TAXONOMY	CHILD **Link Using:** SITES_TAXONOMY SKEY to SITES SKEY SITES_TAXONOMY SPECKEY to TAXONOMY SPECKEY SITES_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_TERMS	CHILD
	Link Using:
	SITES_TERMS CLASS_ID to THESAURUS CLASS_ID
	SITES_TERMS SKEY to SITES SKEY
	SITES_TERMS THESVARKEY to THESAURUS_VARIATIONS
THESVARKEY	

SUBJECTS AUTHORITY

TABLE NAME	PARENT OR CHILD TABLE
SUBJECTS	PARENT
	Link Using:

TABLE NAME	PARENT OR CHILD TABLE
RELATED_SUBJECTS	CHILD
	Link Using:
	RELATED_SUBJECTS RELATED_SUBKEY to SUBJECTS SUBKEY
	RELATED_SUBJECTS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE
SUBJECTS_EVENTS	CHILD
	Link Using:
	SUBJECTS_EVENTS SUBKEY to SUBJECTS SUBKEY
	SUBJECTS_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
SUBJECTS_FACILITIES	CHILD
	Link Using:
	SUBJECTS_FACILITIES LOCKEY to FACILITIES LOCKEY
	SUBJECTS_FACILITIES SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE
SUBJECTS_ITEMS	CHILD
	Link Using:
	SUBJECTS_ITEMS MKEY to CATALOGUE MKEY
	SUBJECTS_ITEMS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	PARENT OR CHILD TABLE

SUBJECTS_MEDIA	CHILD **Link Using:** SUBJECTS_MEDIA MEDIAKEY to MEDIA MEDIAKEY SUBJECTS_MEDIA SUBKEY to SUBJECTS SUBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
SUBJECTS_PEOPLE	CHILD **Link Using:** SUBJECTS_PEOPLE LINK_ID to PEOPLE LINK_ID SUBJECTS_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY SUBJECTS_PEOPLE SUBKEY to SUBJECTS SUBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
SUBJECTS_PLACES	CHILD **Link Using:** SUBJECTS_PLACES PLACEKEY to PLACES PLACEKEY SUBJECTS_PLACES PLACEVARKEY to PLACE_VARIATIONS PLACEKEY SUBJECTS_PLACES SUBKEY to SUBJECTS SUBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
SUBJECTS_PUBLICATIONS	CHILD **Link Using:** SUBJECTS_PUBLICATIONS PKEY to PUBLICATIONS PKEY SUBJECTS_PUBLICATIONS SUBKEY to SUBJECTS SUBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
SUBJECTS_SITES	CHILD **Link Using:** SUBJECTS_SITES SKEY to SITES SKEY SUBJECTS_SITES SUBKEY to SUBJECTS SUBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
SUBJECTS_TAXONOMY	CHILD **Link Using:** SUBJECTS_TAXONOMY SPECKEY to TAXONOMY SPECKEY SUBJECTS_TAXONOMY SUBKEY to SUBJECTS SUBKEY SUBJECTS_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
SUBJECTS_TERMS	CHILD
	Link Using:
	SUBJECTS_TERMS CLASS_ID to THESAURUS CLASS_ID
	SUBJECTS_TERMS SUBKEY to SUBJECTS SUBKEY
	SUBJECTS_TERMS THESVARKEY to THESAURUS_VARIATIONS THESVARKEY

TAXONOMY AUTHORITY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY	PARENT
	Link Using:

TABLE NAME	PARENT OR CHILD TABLE
RELATED_TAXONOMY	CHILD
	Link Using:
	RELATED_TAXONOMY RELRECKEY to TAXONOMY SPECKEY
	RELATED_TAXONOMY SPECKEY to TAXONOMY SPECKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_DESCRIPTORS	CHILD
	Link Using:
	TAXONOMY_DESCRIPTORS SPECKEY to TAXONOMY SPECKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_EVENTS	CHILD
	Link Using:
	TAXONOMY_EVENTS SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_EVENTS TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY
	TAXONOMY_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_FACILITIES	CHILD
	Link Using:
	TAXONOMY_FACILITIES LOCKEY to FACILITIES LOCKEY
	TAXONOMY_FACILITIES SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_FACILITIES TAXVARKEY to

TAXONOMY_VARIATIONS

TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_ITEMS	CHILD
	Link Using:
	TAXONOMY_ITEMS MKEY to CATALOGUE MKEY
	TAXONOMY_ITEMS SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_ITEMS TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_MEASUREMENTS	CHILD
	Link Using:
	TAXONOMY_MEASUREMENTS SPECKEY to TAXONOMY SPECKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_MEDIA	CHILD
	Link Using:
	TAXONOMY_MEDIA MEDIAKEY to MEDIA MEDIAKEY
	TAXONOMY_MEDIA SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_MEDIA TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_PEOPLE	CHILD
	Link Using:
	TAXONOMY_PEOPLE LINK_ID to PEOPLE LINK_ID
	TAXONOMY_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY
	TAXONOMY_PEOPLE SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_PEOPLE TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_PLACES	CHILD
	Link Using:
	TAXONOMY_PLACES PLACEKEY to PLACES PLACEKEY
	TAXONOMY_PLACES PLACEVARKEY to PLACE_VARIATIONS

PLACEKEY

TAXONOMY_PLACES SPECKEY to TAXONOMY SPECKEY
TAXONOMY_PLACES TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
TAXONOMY_PUBLICATIONS	CHILD
	Link Using:
	TAXONOMY_PUBLICATIONS PKEY to PUBLICATIONS PKEY
	TAXONOMY_PUBLICATIONS SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_PUBLICATIONS TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
TAXONOMY_SITES	CHILD
	TAXONOMY_SITES SKEY to SITES SKEY
	TAXONOMY_SITES SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_SITES TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
TAXONOMY_SUBJECTS	CHILD
	Link Using:
	TAXONOMY_SUBJECTS SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_SUBJECTS SUBKEY to SUBJECTS SUBKEY
	TAXONOMY_SUBJECTS TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY

TABLE NAME	**PARENT OR CHILD TABLE**
TAXONOMY_TERMS	CHILD
	Link Using:
	TAXONOMY_TERMS CLASS_ID to THESAURUS CLASS_ID
	TAXONOMY_TERMS SPECKEY to TAXONOMY SPECKEY
	TAXONOMY_TERMS TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY
	TAXONOMY_TERMS THESVARKEY to THESAURUS_VARIATIONS THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_VARIATIONS	CHILD
	Link Using:
	TAXONOMY_VARIATIONS SPECKEY to TAXONOMY SPECKEY

THESAURUS AUTHORITY

TABLE NAME	PARENT OR CHILD TABLE
THESAURUS	PARENT
	Link Using:

TABLE NAME	PARENT OR CHILD TABLE
RELATED_TERMS	CHILD
	Link Using:
	RELATED_TERMS CLASS_ID to THESAURUS CLASS_ID
	RELATED_TERMS RELRECKEY to THESAURUS CLASS_ID

TABLE NAME	PARENT OR CHILD TABLE
TERMS_EVENTS	CHILD
	Link Using:
	TERMS_EVENTS CLASS_ID to THESAURUS CLASS_ID
	TERMS_EVENTS THESVARKEY to THESAURUS_VARIATIONS
	TERMS_EVENTS VKEY to EVENTS VKEY

TABLE NAME	PARENT OR CHILD TABLE
TERMS_FACILITIES	CHILD
	Link Using:
	TERMS_FACILITIES CLASS_ID to THESAURUS CLASS_ID
	TERMS_FACILITIES LOCKEY to FACILITIES LOCKEY
	TERMS_FACILITIES THESVARKEY to THESAURUS_VARIATIONS THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TERMS_ITEMS	CHILD
	Link Using:
	TERMS_ITEMS CLASS_ID to THESAURUS CLASS_ID
	TERMS_ITEMS MKEY to CATALOGUE MKEY
	TERMS_ITEMS THESVARKEY to THESAURUS_VARIATIONS THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TERMS_MEDIA	CHILD
	Link Using:
	TERMS_MEDIA CLASS_ID to THESAURUS CLASS_ID
	TERMS_MEDIA MEDIAKEY to MEDIA MEDIAKEY
	TERMS_MEDIA THESVARKEY to THESAURUS_VARIATIONS
THESVARKEY	

TABLE NAME	PARENT OR CHILD TABLE
TERMS_PEOPLE	CHILD
	Link Using:
	TERMS_PEOPLE CLASS_ID to THESAURUS CLASS_ID
	TERMS_PEOPLE LINK_ID to PEOPLE LINK_ID
	TERMS_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY
	TERMS_PEOPLE THESVARKEY to THESAURUS_VARIATIONS

TABLE NAME	PARENT OR CHILD TABLE
TERMS_PLACES	CHILD
	Link Using:
	TERMS_PLACES CLASS_ID to THESAURUS CLASS_ID
	TERMS_PLACES PLACEKEY to PLACES PLACEKEY
	TERMS_PLACES PLACEVARKEY to PLACE_VARIATIONS
PLACEKEY	
	TERMS_PLACES THESVARKEY to THESAURUS_VARIATIONS

TABLE NAME	PARENT OR CHILD TABLE
TERMS_PUBLICATIONS	CHILD
	Link Using:
	TERMS_PUBLICATIONS CLASS_ID to THESAURUS CLASS_ID
	TERMS_PUBLICATIONS PKEY to PUBLICATIONS PKEY
	TERMS_PUBLICATIONS THESVARKEY to
THESAURUS_VARIATIONS	
	THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TERMS_SITES	CHILD
	Link Using:
	TERMS_SITES CLASS_ID to THESAURUS CLASS_ID
	TERMS_SITES SKEY to SITES SKEY

TERMS_SITES THESVARKEY to THESAURUS_VARIATIONS THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TERMS_SUBJECTS	CHILD **Link Using:** TERMS_SUBJECTS CLASS_ID to THESAURUS CLASS_ID TERMS_SUBJECTS SUBKEY to SUBJECTS SUBKEY TERMS_SUBJECTS THESVARKEY to THESAURUS_VARIATIONS THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
TERMS_TAXONOMY	CHILD **Link Using:** TERMS_TAXONOMY CLASS_ID to THESAURUS CLASS_ID TERMS_TAXONOMY SPECKEY to TAXONOMY SPECKEY TERMS_TAXONOMY TAXVARKEY to TAXONOMY_VARIATIONS TAXVARKEY TERMS_TAXONOMY THESVARKEY to THESAURUS_VARIATIONS THESVARKEY

TABLE NAME	PARENT OR CHILD TABLE
THESAURUS_DESCRIPTORS	CHILD **Link Using:** THESAURUS_DESCRIPTORS CLASS_ID to THESAURUS CLASS_ID

TABLE NAME	PARENT OR CHILD TABLE
THESAURUS_VARIATIONS	CHILD **Link Using:** THESAURUS_VARIATIONS CLASS_ID to THESAURUS CLASS_ID

VALUE ACTIVITY

TABLE NAME	PARENT OR CHILD TABLE
VALUATION	PARENT **Link Using:** VALUATION M_ID to CATALOGUE M_ID

TABLE NAME	PARENT OR CHILD TABLE

VALUATION_MEDIA	CHILD
	Link Using:
	VALUATION_MEDIA M_ID to CATALOGUE M_ID
	VALUATION_MEDIA MEDIAKEY to MEDIA MEDIAKEY
	VALUATION_MEDIA TRANS_ID to VALUATION TRANS_ID

VESSELS AUTHORITY

TABLE NAME	**PARENT OR CHILD TABLE**
VESSELS	PARENT
	Link Using:
	VESSELS M_ID to CATALOGUE M_ID
	VESSELS PARENT_KEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
MAKERS_VESSELS	CHILD
	Link Using:
	MAKERS_VESSELS LINK_ID to PEOPLE LINK_ID
	MAKERS_VESSELS NVARKEY to PEOPLE_VARIATIONS NVARKEY
	MAKERS_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
OWNERS_VESSELS	CHILD
	Link Using:
	OWNERS_VESSELS LINK_ID to PEOPLE LINK_ID
	OWNERS_VESSELS NVARKEY to PEOPLE_VARIATIONS NVARKEY
	OWNERS_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PEOPLE_VESSELS	CHILD
	Link Using:
	PEOPLE_VESSELS LINK_ID to PEOPLE LINK_ID
	PEOPLE_VESSELS NVARKEY to PEOPLE_VARIATIONS NVARKEY
	PEOPLE_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
PLACES_VESSELS	CHILD
	Link Using:
	PLACES_VESSELS PLACEKEY to PLACES PLACEKEY
	PLACES_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
PUBLICATIONS_VESSELS	CHILD **Link Using:** PUBLICATIONS_VESSELS PKEY to PUBLICATIONS PKEY PUBLICATIONS_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
SITES_VESSELS	CHILD **Link Using:** SITES_VESSELS SKEY to SITES SKEY SITES_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
SUBJECTS_VESSELS	CHILD **Link Using:** SUBJECTS_VESSELS SUBKEY to SUBJECTS SUBKEY SUBJECTS_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
TAXONOMY_VESSELS	CHILD **Link Using:** VESSELS VBKEY to TAXONOMY_VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
TERMS_VESSELS	CHILD **Link Using:** TERMS_VESSELS CLASS_ID to THESAURUS CLASS_ID TERMS_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
COLLECTORS_VESSELS	CHILD **Link Using:** COLLECTORS_VESSELS LINK_ID to PEOPLE LINK_ID COLLECTORS_VESSELS NVARKEY to PEOPLE_VARIATIONS NVARKEY COLLECTORS_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
DESIGNERS_VESSELS	CHILD
	Link Using:
	DESIGNERS_VESSELS LINK_ID to PEOPLE LINK_ID DESIGNERS_VESSELS NVARKEY to PEOPLE_VARIATIONS
NVARKEY	
	DESIGNERS_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
RELATED_VESSELS	CHILD
	Link Using:
	RELATED_VESSELS RELRECKEY to VESSELS VBKEY RELATED_VESSELS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_ACCESSORIES	CHILD
	Link Using:
	VESSEL_ACCESSORIES VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_COLLECTION	CHILD
	Link Using:
	VESSEL_COLLECTION VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_COMPONENTS	CHILD
	Link Using:
	VESSEL_COMPONENTS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_DATE_COLLECTED	CHILD
	Link Using:
	VESSEL_DATE_COLLECTED TIMEKEY to TIMELINE TIMEKEY VESSEL_DATE_COLLECTED VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_DATE_MADE	CHILD
	Link Using:
	VESSEL_DATE_MADE TIMEKEY to TIMELINE TIMEKEY VESSEL_DATE_MADE VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_DATES	CHILD
	Link Using:
	VESSEL_DATES TIMEKEY to TIMELINE TIMEKEY VESSEL_DATES VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_DESCRIPTIONS	CHILD
	Link Using:
	VESSEL_DESCRIPTIONS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_DESCRIPTORS	CHILD
	Link Using:
	VESSEL_DESCRIPTORS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_MARKINGS	CHILD
	Link Using:
	VESSEL_MARKINGS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_MEASURED_ONLY	CHILD
	Link Using:
	VESSEL_MEASURED_ONLY VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSEL_MEASUREMENTS	CHILD
	Link Using:
	VESSEL_MEASUREMENTS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE

VESSEL_NAMES CHILD

Link Using:
VESSEL_NAMES VBKEY to VESSELS VBKEY

TABLE NAME **PARENT OR CHILD TABLE**

VESSEL_OTHER_MEASUREMENTS CHILD

Link Using:
VESSEL_OTHER_MEASUREMENTS VBKEY to VESSELS VBKEY

TABLE NAME **PARENT OR CHILD TABLE**

VESSEL_OTHER_NUMBERS CHILD

Link Using:
VESSEL_OTHER_NUMBERS VBKEY to VESSELS VBKEY

TABLE NAME **PARENT OR CHILD TABLE**

VESSEL_STATUS CHILD

Link Using:
VESSEL_STATUS VBKEY to VESSELS VBKEY

TABLE NAME **PARENT OR CHILD TABLE**

VESSEL_TYPES CHILD

Link Using:
VESSEL_TYPES VBKEY to VESSELS VBKEY

TABLE NAME **PARENT OR CHILD TABLE**

VESSEL_USAGE CHILD

Link Using:
VESSEL_USAGE VBKEY to VESSELS VBKEY

TABLE NAME **PARENT OR CHILD TABLE**

VESSELS_COLLECTORS CHILD

Link Using:
VESSELS_COLLECTORS LINK_ID to PEOPLE LINK_ID
VESSELS_COLLECTORS NVARKEY to PEOPLE_VARIATIONS NVARKEY
VESSELS_COLLECTORS VBKEY to VESSELS VBKEY

TABLE NAME **PARENT OR CHILD TABLE**

VESSELS_DESIGNERS CHILD

Link Using:
VESSELS_DESIGNERS LINK_ID to PEOPLE LINK_ID
VESSELS_DESIGNERS NVARKEY to PEOPLE_VARIATIONS NVARKEY

VESSELS_DESIGNERS VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
VESSELS_EVENTS	CHILD

Link Using:

VESSELS_EVENTS VBKEY to VESSELS VBKEY
VESSELS_EVENTS VKEY to EVENTS VKEY

TABLE NAME	**PARENT OR CHILD TABLE**
VESSELS_FACILITIES	CHILD

Link Using:
VESSELS_FACILITIES LOCKEY to FACILITIES LOCKEY
VESSELS_FACILITIES VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
VESSELS_MAKERS	CHILD

Link Using:
VESSELS_MAKERS LINK_ID to PEOPLE LINK_ID
VESSELS_MAKERS NVARKEY to PEOPLE_VARIATIONS NVARKEY
VESSELS_MAKERS VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
VESSELS_MEDIA	CHILD

Link Using:
VESSELS MEDIAKEY to MEDIA MEDIAKEY
VESSELS_MEDIA VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
VESSELS_OWNERS	CHILD

Link Using:
VESSELS_OWNERS LINK_ID to PEOPLE LINK_ID
VESSELS_OWNERS NVARKEY to PEOPLE_VARIATIONS NVARKEY
VESSELS_OWNERS VBKEY to VESSELS VBKEY

TABLE NAME	**PARENT OR CHILD TABLE**
VESSELS_PEOPLE	CHILD

Link Using:
VESSELS_PEOPLE LINK_ID to PEOPLE LINK_ID
VESSELS_PEOPLE NVARKEY to PEOPLE_VARIATIONS NVARKEY
VESSELS_PEOPLE VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_PLACES	CHILD

Link Using:
VESSELS_PLACES PLACEKEY to PLACES PLACEKEY
VESSELS_PLACES VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_PLACES_COLLECTED	CHILD

Link Using:
VESSELS_PLACES_COLLECTED PLACEKEY to PLACES PLACEKEY
VESSELS_PLACES_COLLECTED VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_PLACES_MADE	CHILD

Link Using:
VESSELS_PLACES_MADE PLACEKEY to PLACES PLACEKEY
VESSELS_PLACES_MADE VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_PUBLICATIONS	CHILD

Link Using:
VESSELS_PUBLICATIONS PKEY to PUBLICATIONS PKEY
VESSELS_PUBLICATIONS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_SITES	CHILD

Link Using:
VESSELS_SITES SKEY to SITES SKEY
VESSELS_SITES VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_SUBJECTS	CHILD

Link Using:
VESSELS_SUBJECTS SUBKEY to SUBJECTS SUBKEY
VESSELS_SUBJECTS VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_TAXONOMY	CHILD **Link Using:** VESSELS_TAXONOMY SPECKEY to TAXONOMY SPECKEY VESSELS_TAXONOMY VBKEY to VESSELS VBKEY

TABLE NAME	PARENT OR CHILD TABLE
VESSELS_TERMS	CHILD **Link Using:** VESSELS_TERMS CLASS_ID to THESAURUS CLASS_ID VESSELS_TERMS VBKEY to VESSELS VBKEY

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